

Jobs Bill
9/83

CITY OF ATHENS

STATE OF GEORGIA

AGREEMENT BETWEEN THE MAYOR AND COUNCIL

OF THE CITY OF ATHENS, GEORGIA AND

Athens Area Vocational-Technical School

September 19 83

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Exhibits

1. Budget
2. Operating Schedule
3. Fidelity Bond
4. Quarterly Report Schedule
5. Section 3 Plan

G E O R G I A

CITY OF ATHENS

THIS AGREEMENT, entered into this the 27th day of September, 19 83, by and between the CITY OF ATHENS, A MUNICIPAL CORPORATION, hereinafter referred to as the City, and Athens Area Vocational-Technical School hereinafter referred to as the "Agency".

W I T N E S S E T H:

WHEREAS, the City in September, 1983 received a Grant under the Community Development Block Grant Jobs Bill Program from the United States Department of Housing and Urban Development, hereinafter referred to as HUD, said Grant designated as Community Development Block Grant No. B-83-MJ-13-000;7 and

WHEREAS, pursuant to said Grant the City is undertaking certain activities; and

WHEREAS, pursuant to said Grant the City agrees to engage the Agency to render certain assistance in such undertakings.

NOW THEREFORE, for valuable consideration and mutual promises exchanged between the parties hereto it is agreed as follows:

SCOPE
OF SERVICES

Goal:

To provide vocational education training to primarily lower and other lower income residents of the city of Athens, that leads to gainful, unsubsidized employment.

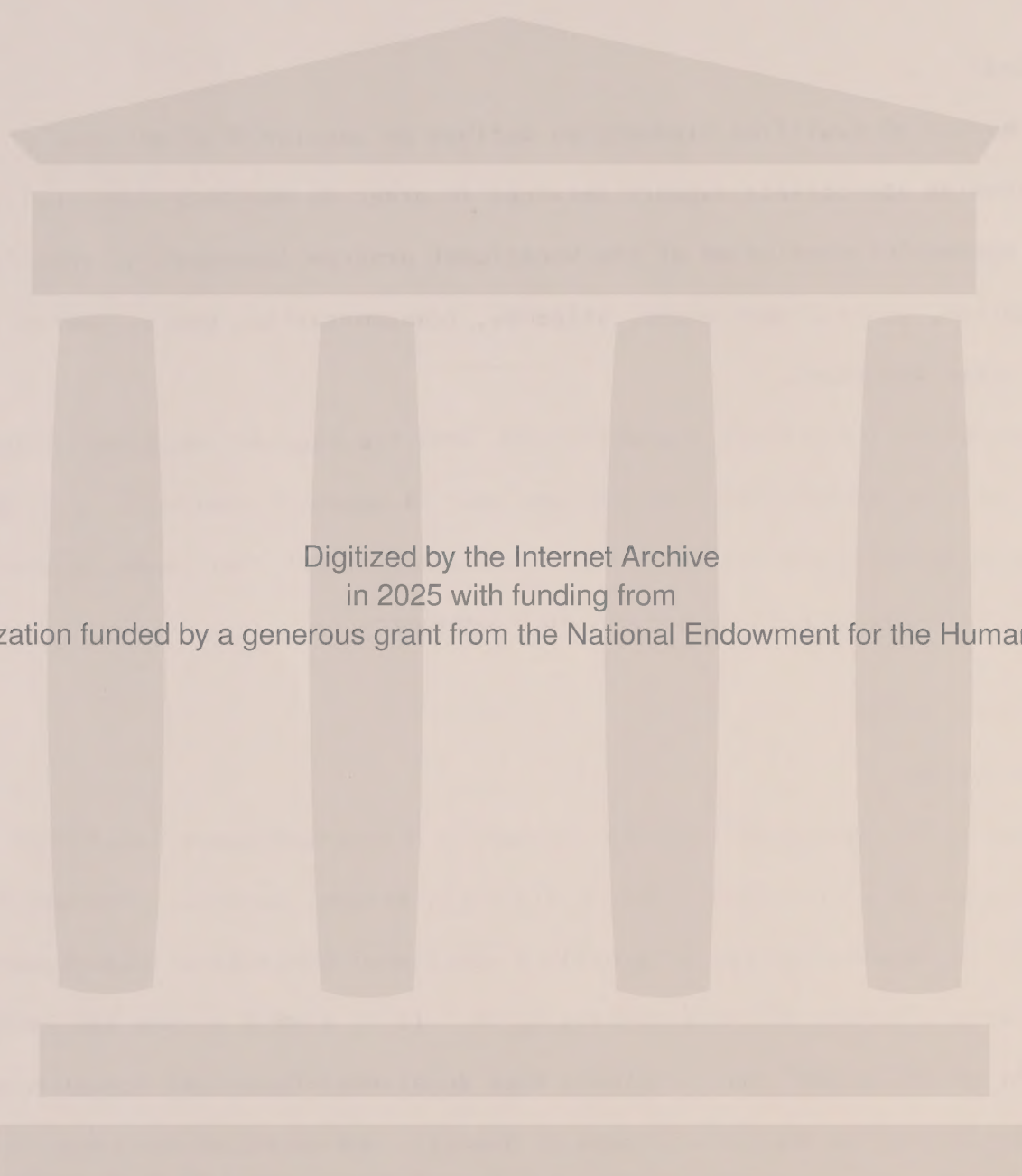
Objectives:

1. To recruit 30 qualified students as defined by section 8 guidelines.
2. To provide appropriate support services in order to maximize opportunity for successful completion of the vocational program (counseling, remedial education, grants, work study, stipends, transportation, books, supplies, and other services).
3. To integrate the project student/client into the regular vocational programs available at Athens Tech that are one year (4 academic quarters) in length.
4. To provide job placement assistance to student/client that leads to employment at a projected rate of 75 percent for completers.

Program Description:

A. Introduction

Athens Area Vocational-Technical School is a post-secondary vocational education unit of Clarke County School District, Athens, Georgia. The school exists for the stated purpose of providing vocational educational opportunities to those area citizens who need and desire it. It is stated in the published philosophy of the school that: "Athens Area Vocational-Technical School recognizes its responsibility to provide citizens of Georgia, and particularly those in its service area, with quality vocational education, relevant to actual or anticipated employment opportunities." "Among those who the school must serve are ---: and (d) those individuals who have special educational needs and require exploratory and remedial educational experiences."



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The school maintains a 137,500 square foot facility located on a 35 acre campus on U. S. Highway 29, North, of Athens, Georgia. The modern facility houses 26 occupational programs in the areas of trade, technical, health and business. Enrollment annually surpasses 7,000 students served in the regular day program, evening program and extension courses. The school currently provides services to 14 counties in Northeast Georgia. Athens Tech maintains a highly qualified faculty and staff and currently has over 90 employees certified by the Georgia State Department of Education.

Athens Tech currently serves a population which last year included approximately 31 percent disadvantaged students and the school has worked extensively in programs for disadvantaged students. Programs such as Manpower Development and Training Act and Comprehensive Employment and Training Act were successfully operated on an ongoing basis for many years.

B. Participants

In accordance with stipulations of the contract, services and work study grants as described will be provided to 30 students/clients. Applications will be accepted utilizing the normal admission procedures and standards of the school. In addition, clients participating in this project will meet economic and other criteria as specified in the conditions of award. Referral clients will be accepted under the same conditions from the Georgia Security Agency. Verification of the qualifying conditions will be made by the school's Admissions Office.

C. Management

The program will be managed through the office of Student Services. Mr. Carroll Humphries [(404) 549-2360] will be authorized to sign/approve requisitions, other documents, and make program adjustments as needed. It is anticipated that only one clerical position will be needed to implement the program. Other offices and functions will be provided by the existing faculty and staff of Athens Tech.

D. Services

Instructional services shall incorporate client/student integration into the regular occupational programs of Athens Tech. Necessary support services such as remedial education, career counseling, and job placement assistance will be available to clients/students as needed. Clients/students must meet regular admission requirements of the school in order to be eligible..

Instructional services will be provided by the regular faculty of the school. Attached are curricula that will be available for client/student participation.

ADDENDUM

Scope of Services

B. Participants

It is agreed that 90 percent of the citizens served will be city of Athens residents and that at least 75 percent of all persons served will be low and other lower income citizens. It is further agreed that participants will meet guidelines contracted with the city of Athens.

Personnel

\$7500 Salary

\$2000 Fringe Benefits

Twelve-month contract

Recipients will receive weekly stipends of \$33. Students will pay school fees when stipend is received. Individual participants who leave the program will be replaced for the balance of the program.



ATHENS AREA VOCATIONAL-TECHNICAL SCHOOL

U.S. Highway 29 North
Athens, Georgia 30610
(404) 549-2360

Robert G. Shelnutt, Director

AUTOMOTIVE MECHANICS

I. Program Purpose: The Automotive Mechanics curriculum is designed to prepare individuals for successful employment in the automotive industry.

II. Program Description: Automotive Mechanics is a four quarter program with three major blocks of instruction. Students are accepted at the beginning of alternate quarters. Upon completion of the three major blocks of (1) Major Tune-up, (2) Suspension and Brakes, and (3) Drive Train, the student will be placed in industry for one quarter for Internship. The last quarter will be in the lab at Athens Tech. The student may select to "specialize" in any of the three major areas or generalize in all three areas.

III. Career Information: Upon completion of this program, the student can be employed as a mechanic in either of the specialty areas, salesperson for an auto supply business, or after successful employment as a mechanic may become a service manager for a dealership or operate his/her own business.

IV. Estimated Cost: \$45.00 per quarter - supply fee. Books for entire program: \$60.

V. Minimum Entrance Requirements: Age: 16 years or older. Education: High School diploma or GED desirable, but not mandatory. CPP Test Score Required: Reading 4, Numerical Skills 3, Mechanical Reasoning 5, Space Relations 4.

VI. Curriculum Outline:

SUSPENSION AND BRAKES

A/M 232-*332 Suspension Systems

A/M 231-*331 Brake Systems

MAJOR TUNE-UP

A/M 213-*313 Fuel Systems

A/M 201-*301 Electrical Systems

A/M 243-*343 Air Conditioning

A/M 251 Basic Batteries, Exhaust and Cooling Systems

A/M 252 Basic Diesel Components and Fuel

A/M 253 Basic Cylinder Head and Component Parts

DRIVE TRAIN

A/M 241-*341 Drive Train and Components

A/M 242-*342 Automatic Transmissions

INTERNSHIP

A/M 203 Internship

NOTE: Students on academic probation will not be approved for internship

*Specialization Courses

VII. Course Descriptions:

Specialization Areas: Courses in the 300 series (specialization areas) are a continuation of the basic courses in the 200 series offering more advanced training with emphasis on live work in the lab.

SUSPENSIONS AND BRAKES

Front End and Brakes: Procedures in removing and repairing or replacing all front suspension and brake components. Student will use modern equipment such as brake drum lathe, brake shoe contour grinder, tire truer, wheel balancer and electronic alignment machine.

MAJOR TUNE-UP AND AIR CONDITIONING

Fuel Systems: This course includes information about fuel tanks, fuel lines, fuel pumps, and major carburetor overhaul procedures on both gasoline and diesel-powered automobiles. All assignments, whether in class or live lab, are designed to help develop skills needed to service these systems.

Electrical Systems: Laboratory assignments in AC and DC charging systems, starting systems and ignition systems develop skills and knowledge needed for servicing.

Air Conditioning: Precise procedure for checking, testing, and repairing all components of the air conditioning system. All class and shop practices are geared to the best procedures possible to test, remove, or repair all components.

Basic Batteries, Exhaust and Cooling Systems: The purpose of this block of instruction is to provide the students

with knowledge of the battery, exhaust system and cooling systems as they apply to the diesel and gas engine.

Basic Diesel Components and Fuel: This course introduces the student to some of the differences between gasoline and diesel power automobiles. Minor servicing of diesel engines is included.

Basic Cylinder Head and Component Parts: The purpose of this course is to provide students with the knowledge of operating and testing gas and diesel cylinder head component parts.

DRIVE TRAINS

Drive Train and Components: Many phases of automotive training procedures including diagnosing, adjusting, removing, and/or repairing clutches, manual transmissions, drive shafts, and rear axle assemblies.

Automatic Transmissions: Diagnosing, removing, disassembling, inspecting, measuring, repairing, replacing, and adjusting most modern automatic transmissions. Curriculum is designed to meet needs of industry and to acquaint students with procedures as recommended by automotive manufacturers.

Internship: The student acquires valuable work experience at an industrial/business site. The internship site must be approved on an individual basis by Athens Tech and will follow all guidelines established in the internship program.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.

Revised August 1982



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Robert G. Shelnett, Director

AUTO BODY REPAIR

I. Program Purpose: The Auto Body Repair curriculum is designed to meet the evergrowing demand for skilled individuals for employment in the field of Auto Body Repair.

II. Program Description: This five-quarter program offers up-to-date instruction in straightening, replacing, and refinishing of automotive body and frame components, using the proper tools, equipment and materials with the correct methods and procedures. An optional sixth quarter is available for students to specialize or pursue identified goals, including a specialization in auto body repair shop management.

III. Career Information: Various jobs are available for graduates of this program. An individual may pursue a career as a painter, frame repair person, shop supervisor, insurance adjuster, or as a general shop person who is capable of performing any of the tasks in an Auto Body Repair Shop.

IV. Estimated Cost: Supply fee - \$45 per quarter. Books for entire program: \$15. Tools and Equipment: \$110.

V. Minimum Entrance Requirements: Age: Applicants must be 16 years or older. Entrance date: Beginning of each quarter, provided there are openings available. CPP Test Score Required: Reading 3, Numerical Skills 3, Mechanical Reasoning 4, Space Relations 4.

VI. Curriculum Outline:

FIRST QUARTER

B/F 111 Types of Body Reconstruction
B/F 112 Hand Tool Techniques
B/F 113 Welding/Shrinking/Solder Plates
B/F 114 Plastic/Solder/Filler

THIRD QUARTER

B/F 131 General Shop Practice

FIFTH QUARTER

B/F 151 Internship

SECOND QUARTER

B/F 121 Paint Refinishing
B/F 122 Frame Techniques and Front End Alignment
B/F 123 Alignment/Body Components
B/F 124 Sealing/Panel Replacement
B/F 125 Estimate Writing

FOURTH QUARTER

B/F 141 General Shop Practice II

*SIXTH QUARTER

B/F 161 General Shop Practice III
*Optional

VII. Course Descriptions:

Types of Body Reconstruction: Techniques of working on unitized, bolt-on and fiberglass bodies. Units of instruction include details of body construction, work hardening, and types of buckles.

Hand Tool Techniques: Names and techniques of using body equipment and tools - safety precautions. Units of instruction include hand tools, picking tools, picking and filling, use and techniques of dollying and disc sanding operations.

Welding/Shrinking/Solder Plates: Uses of Acetylene torches, safety precautions, techniques of welding. Units of instruction include Oxyacetylene welding, shrinking metal and solder plates, and MIG welding.

Plastic/Solder/Filler: Students learn to perform operations of mixing and smoothing of body fillers effectively.

Paint Refinishing: Fundamentals and techniques used in all types of painting. Units of instruction include paint refinishing and spot repair.

Frame Techniques and Front End Alignment: Fundamentals of frame repair. Units of instruction include power jack equipment, measuring devices, frame machines, and automobile front end alignment.

Alignment/Body Components: Techniques of aligning various body components. Units of instruction include doors and fender alignment.

Sealing/Panel Replacement: Techniques of panel replacement and checking for dust, wind and water leaks. Units of instruction include water leak and sealing and panel replacement.

Estimate Writing: Fundamentals and procedures in writing collision estimates.

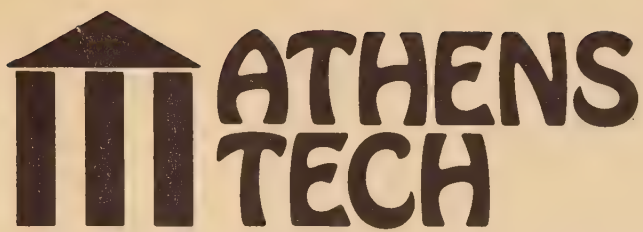
General Shop Practice I: Minor body repair, live work.

General Shop Practice II: Major body repair, live work.

General Shop Practice III: An optional sixth quarter is available for students to specialize or pursue identified goals, including a specialization in auto body repair shop management. The management specialization includes Entrepreneurship, DE 128, plus additional activities. Students may only enter this phase of training upon recommendation of the instructor.

Internship: Student receives supplemental work experience in a local auto body repair shop. Students on academic probation will not be approved for work experience.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



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Robert G. Shelnutt, Director

CHILD DEVELOPMENT PARAPROFESSIONAL

I. Program Purpose: The Child Development program is designed to prepare the student to assume a leadership role in the care and development of the child's physical, social, emotional and intellectual needs.

II. Program Description: Students enrolled in this program participate in a curriculum which combines both structured courses and practical experiences in the department's day care center and the community to insure that they, as graduates, will be prepared for employment. One quarter is spent on a full time internship in the community. Approximate time for completion of the paraprofessional program is 4 quarters.

III. Career Information: Graduates may seek employment in:

- A. Public school classrooms as teacher aides of kindergarten and primary grade children. The paraprofessionals are certified on a Rank I level by the Georgia State Department of Education.
- B. State training centers for exceptional children (mentally retarded and/or handicapped) as head teachers.
- C. Privately owned or federally funded or franchised kindergartens, day care centers or nursery schools as directors and head teachers.
- D. Owners of privately owned kindergartens, nursery school and day centers.

IV. Estimated Cost: Supply fee — \$45 per quarter. Books and Supplies for entire program: \$125.

V. Minimum Entrance Requirements: Age — 16 or older. CPP Test Score Required — Reading 3, Numerical Skills 3, Language Skills 3. A high school diploma or GED is desirable, but not mandatory.

VI. Curriculum Outline:

- CDE 111 Child Growth and Development
 - CDE 112 Child Guidance
 - CDE 113 Food and Nutrition for the Young Child
 - CDE 121 Health, Safety, and First Aid
 - CDE 122 Art and Music for the Young Child
 - CDE 123 Language Arts for the Young Child
 - CDE 131 Social Studies, Science, Math for Young Children
 - CDE 132 Administration
 - CDE 133 Exceptional Children
 - CDE 141 Internship
- *Laboratory Teaching on Campus 45 qt. hrs. (CDE 111L, CDE 112L, CDE 113L, CDE 121L, CDE 122L, CDE 123L, CDE 131L, CDE 132L, CDE 133L)

VII. Course Descriptions:

Child Growth and Development (Prenatal — Adolescent): Basic principles of development. Introduces the total developing child including physical, social, emotional, and mental development from conception through adolescent.

Child Guidance: Feelings, attitudes, and values of the child. Emphasis is placed on understanding how young children think and subsequently, how the knowledge is used to determine guidance techniques.

Foods and Nutrition for the Young Child: Basic human nutrition, the nutritional value of food. Menu-planning and food preparation and their relationship to food habits and nutritional needs of the young child are emphasized.

Health, Safety, and First Aid: Concentrated study on first aid, safety precautions, and health habits with primary focus on young children.

Art and Music for the Young Child: Introduction to art media suitable for use with young children. Designed to help students understand importance of art materials in enriching opportunities and stimulating learning ex-

periences for children. Accentuates methods of using music with young children.

Language Arts for the Young Child: Introduces student to child's development of language structure. Teaches pre-reading skills for children. Introduces quality literature for children of varying ages. Introduces dramatic activities essential for children.

Social Studies, Science, Math for Young Children: Development of math readiness teaching skills in pre-school programs. Knowledge of social studies in relation to children and how to import social studies knowledge/skills to pre-school children. Describes appropriate program in science including a combination of concepts and investigative activities.

Administration: Procedures for opening and operating a child development center and administrative skills required. Arranges and organizes study materials concerning management and administrative procedures and problems in day care situations. Introduces methods for involving parents as partners in the care and education of their child in a day care center.

Exceptional Children: Study of physically, socially, mentally, and/or emotionally different children with emphasis on educational practices for children who deviate from accepted norms.

Internship (1 quarter): The student spends one quarter with a supervising teacher in a child care center or other child-oriented community agency. Students are observed, directed, and evaluated by supervising teacher and internship specialist from Athens Tech. Students on academic probation will not be approved for internship.

***Laboratory Teaching on Campus:** Practical work experience each quarter under a qualified supervisor in the department's day care center. Student will work with children 3 to 5 years in age. Staffing: Designed to develop techniques and skills in observing and analyzing children's activities and behavior. Familiarizes student with normal patterns of behavior. Provides experience in evaluation of self and others in child guidance techniques.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



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Robert G. Shelnutt, Director

ELECTRONICS TECHNOLOGY

I. Program Purpose: The Electronics Technology curriculum is designed to prepare students for entry into a variety of occupations in the electronics industry. Training is designed to accomplish three overall objectives: (1) prepare student for entry level employment, (2) foster progression up the ladder of success, and (3) give job flexibility as time, circumstances, and personal preference dictate. The curriculum provides a good foundation in principles and concepts of electronics with considerable emphasis on the use of general hardware encountered in the industry.

II. Program Description: Phases A and B of study are devoted to basic concepts of components, circuits, and stages applicable to most all electronic systems. Phase D is devoted to a study of basic digital circuits including an introduction to microcomputing. After completing phases A, B, and D, students who qualify may choose to specialize in one of the following: Communications, Industrial, Radio and Television Repair, or Electronic Business Machine Maintenance. To qualify for a specialized area, students must pass a proficiency test.

III. Career Information: Phase C - Provides the student with job entry skills for employment into fields that include AM and FM radio broadcasting, two way radio, and other similar communication fields.

Radio and TV - Designed to provide the student with job entry skills required in radio and TV repair and other home entertainment products including audio.

Electronic Business Machine Maintenance - Provides the student with job entry skills as Business Machine Technicians for various companies specializing in the repair and servicing of equipment such as typewriters, copiers, electronic calculators, and audio visual equipment.

Phase E - Industrial - Designed to provide the student with job entry skills for employment in industry where maintenance of electronic sensing and control systems is required.

IV. Estimated Cost: Supply Fees - \$45.00 per quarter. Books -Phase A - \$30.00; Phase B - \$55.00; Phase C - \$45.00; Phase D - \$45.00; Phase E - \$45.00; Radio and TV - \$170.00; Electronic Business Machine Maintenance - \$200.00; Tools and Equipment - \$75.00.

V. Minimum Entrance Requirements: Age - 16 years or older. Education - High school diploma or GED desirable but not mandatory. CPP Test Score Required: Reading 5, Numerical Skills 5, Mechanical Reasoning 4, Space Relations 4.

VI. Curriculum Outline

PHASE A

ELEC 201 Basic Electronic Math
ELEC 202 Basic Algebra
ELEC 203 Powers of Ten
ELEC 204 Trigonometry
ELEC 211 DC Theory
ELEC 212 DC Laboratory
ELEC 221 AC Theory
ELEC 222 AC Laboratory

PHASE B

ELEC 231 Electronic Devices
ELEC 232 Electronic Devices Lab
ELEC 233 Circuit Analysis
ELEC 234 Circuit Analysis Lab

PHASE C

ELEC 311 Communications I
ELEC 312 Communications II
ELEC 313 Communications III

PHASE D

ELEC 253 Digital Systems I
ELEC 254 Digital Systems II
ELEC 256 Microprocessing I

PHASE E

ELEC 321 Industrial Electronics I
ELEC 322 Industrial Electronics II
ELEC 323 Industrial Electronics III

RADIO AND TV

ELEC 511 AM/FM Receivers
ELEC 512 FM Multiplex
ELEC 513 Monochrome TV Circuits
ELEC 514 Color TV Setups and Convergence
ELEC 515 Advanced Color TV
ELEC 516 Radio and TV Shop Practice
ELEC 517 Antenna Distribution Systems
ELEC 518 Computer Controlled Tuner
ELEC 519 Servicing VTR

ELECTRONIC BUSINESS MACHINE MAINTENANCE

ELEC 401 Electro-Mechanical Systems
ELEC 403 Electric Typewriters
ELEC 404 Electronic Calculators
ELEC 405 Bond Copiers
ELEC 601 Internship

VII. Course Descriptions

MATH UNITS

Basic Electronics Math: Review of fundamental operations of arithmetic, preparing student for advanced mathematics.

Basic Algebra: Fundamentals of algebra including addition, subtraction, multiplication, and division of signed numbers, monomials, and polynomials. Solving formulas related to electronics and solving simple equations are also covered.

Powers of Ten: In-depth study of using pythagorean theorem, trigonometric ratios, and logarithms. Problems relating to electronics are also covered.

DIRECT CURRENT CIRCUITS

DC Theory: Fundamentals of direct current, voltage, and resistance and their relationship to each other. Series, parallel and series-parallel circuits are studied.

DC Laboratory: In conjunction with DC Theory; student evaluates concepts and circuits covered.

ALTERNATING CURRENT CIRCUITS

AC Theory: Alternating current and voltage and its application. Inductance, capacitance, transformers, and how to use test equipment are covered, as well as resonant circuits and their application to electronics.

AC Laboratory: In conjunction with AC Theory; student evaluates concepts and circuits covered.

ELECTRONIC DEVICES AND CIRCUIT ANALYSIS

Electronic Devices/Circuit Analysis: Semiconductor materials and how they are used to make diodes, transistors, and integrated circuits. Course covers characteristics of semi-conductor devices and vacuum tubes and various circuits in which they are used.

Electronic Devices/Circuit Laboratory: In conjunction with Electronic Devices/Circuit Analysis, student evaluates concepts and circuits covered.

COMMUNICATIONS

Communications I: Basic principles of circuits and systems. Electronic systems are made up of various circuits; each circuit performs specific functions. By understanding basic circuits we can understand how systems work.

Communications II: Principles of amplitude modulation transmitter tuning, test measurements, and troubleshooting, reception and detection of AM radio waves.

Communications III: Principles of frequency modulation and reception. Also provides principles of television transmission and reception.

DIGITAL ELECTRONICS

Digital Systems I & II: Includes binary logic. Boolean algebra, flip-flops, counters, binary numbers, codes and code conversion.

Microprocessing I: An introduction to basic operation of a microcomputer and programming.

INDUSTRIAL

Industrial Electronics I: An introduction to electromechanical systems and basic electrical wiring.

Industrial Electronics II: Principles of instrumentation including sensors, measurement and control circuits.

Industrial Electronics III: AC and DC motors and motor controls. Introduction to microcomputer controlled systems.

RADIO AND TELEVISION

AM/FM Receivers: Necessary theory for AM/FM receiver repair. Hands-on troubleshooting of AM/FM receivers is included.

FM Multiplex: Theory for FM multiplexing and hands-on troubleshooting of FM multiplex circuits in FM stereo receivers.

Monochrome TV Circuits: Theory of monochrome TV receiver functions, stage by stage. Necessary steps for troubleshooting monochrome TV and hands-on troubleshooting are also included.

Color TV Setup and Convergence: Practice of necessary procedures to set up and converge a color television.

Advanced Color TV: In depth study of color television circuits.

Radio and Television Shop Practice: Extensive troubleshooting of the color television receiver.

Antenna Distribution Systems: Study and practice of MATV and antenna systems installation.

Computer Controlled Tuner: To familiarize the student with the operation of the computer controlled tuner and to give the necessary knowledge to troubleshoot and repair.

Servicing VTR: To familiarize the student with the ever increasing potential of the VTR market in the home entertainment field. This course is designed to prepare the student for the installation, operation, repair and maintenance of VTRs.

ELECTRONIC BUSINESS MACHINE MAINTENANCE

Electro-Mechanical Systems: Presents an in-depth study of the principles, concepts and applications of various mechanisms that may be encountered in the business machine maintenance career. The mechanical components and systems are divided into eight units of instruction, covering operational principles, uses, maintenance, troubleshooting, and repair and replacement procedures. The procedure or application portion of the units will emphasize practical maintenance and installation of equipment and selection and specification of proper replacement components from manufacturers' catalogs.

Electric Typewriters: Presents a comprehensive study of the single element typewriter including fundamentals, theory of operation, operating features, procedures for troubleshooting, servicing and adjustment on the single element typewriter.

Electronic Calculators: Present a study of calculator theory, functions, troubleshooting and repair.

Bond Copiers: Presents a comprehensive study of the theory, functions, troubleshooting and repair of the Bond Copier.

Internship: The internship is available to students upon completion of all course work. It provides valuable work experience to students before they graduate and seek employment. This industrial and/or business experience, which is not available in an educational environment, facilitates the transition from school to work.

Students on academic probation will not be approved for internship.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



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Robert G. Shelnutt, Director

HEATING, REFRIGERATION & AIR CONDITIONING

I. Program Purpose: The Heating, Refrigeration & Air Conditioning curriculum is designed to provide the necessary levels of skills and knowledges for entry into several areas of the heating, refrigeration and air conditioning industry.

II. Program Description: This program covers the areas of refrigeration, electricity, air conditioning, and heating. Courses in this department are developed on an individualized basis; therefore, the hour specification given for each course is only an average estimate of time required to complete course objectives and will vary for each student.

In addition to required courses shown for each program, the student's department advisor, along with the vocational counselor, may suggest or require, depending on the student's career objective, certain of the optional courses listed. Students may also elect to take any or all of these optional courses.

This is an extended day program with classes in session from 8:30 a.m. to 9:30 p.m.

III. Career Information: The growth in the use of air conditioning and refrigeration equipment throughout the United States is providing many job opportunities for skilled mechanics who install and repair this equipment in homes, office buildings, food stores, restaurants, factories, and other establishments.

Many air conditioning and refrigeration mechanics are employed in shops that specialize in the installation, servicing, and repair of commercial, industrial, and home air conditioning and refrigeration equipment. Others work for construction companies, air conditioning or refrigeration-equipment manufacturers, heating and air conditioning contractors, and dealers.

IV. Estimated Cost: Supply fee - \$45 per quarter. Books for entire program: \$120. Tools: \$80.

V. Minimum Entrance Requirements: Age: 16 years or older. Education: High School diploma or GED desirable but not mandatory. CPP Test Score Required: Reading 4, Numerical Skills 4, Mechanical Reasoning 4, Space Relations 4.

VI. Curriculum Outline:

HEATING & AIR CONDITIONING MECHANIC

Phase I-Refrigeration
Phase II-Electricity
Phase II-Air Conditioning
Phase IV-Heating

COMMERCIAL REFRIGERATION MECHANIC

Phase I-Refrigeration
Phase II-Electricity
Phase III-Air Conditioning
Phase VI-Commercial Refrigeration

HEATING, AIR CONDITIONING AND REFRIGERATION MECHANIC

Phase I-Refrigeration
Phase II-Electricity
Phase III-Air Conditioning
Phase IV-Heating
Phase VI-Commercial Refrigeration

HEATING, AIR CONDITIONING, AND REFRIGERATION TECHNICIAN

Phase I-Refrigeration
Phase II-Electricity
Phase III-Air Conditioning
Phase IV-Heating
Phase V-Air Conditioning System Design
Phase VI-Commercial Refrigeration
Phase VII-Light Commercial Air Conditioning

LIGHT COMMERCIAL HEATING AND AIR CONDITIONING

Phase I-Refrigeration
Phase II-Electricity
Phase III-Air Conditioning
Phase IV-Heating
Phase VII-Light Commercial Air Conditioning

LIGHT COMMERCIAL HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANIC

Phase I-Refrigeration
Phase II-Electricity
Phase III-Air Conditioning
Phase IV-Heating
Phase VI-Commercial Refrigeration
Phase VII-Light Commercial Air Conditioning

HEATING, AIR CONDITIONING, AND REFRIGERATION TECHNICIAN

Phase I-Refrigeration
Phase II-Electricity
Phase III-Air Conditioning
Phase III-Air Conditioning
Phase IV-Heating
Phase V-Air Conditioning System Design
Phase VI-Light Commercial Air Conditioning

PHASE VII: (Solar Energy is an option that can be added to any of the above diplomas.)

INTERNSHIP: Designed to give the student live work experience. This may be substituted for either Phase VI or Phase VII of the regular curriculum. Students on academic probation will not be approved for internship.

VII. Course Descriptions:

PHASE I (REFRIGERATION)

H/AC 221 Basic Refrigeration.....	80 hrs.
H/AC 212 Principles of Practices of Refrigeration.....	135 hrs.
H/AC 213 Refrigeration System Components...	159 hrs.
H/AC 214 Advanced Refrigeration Theory and practice Application.....	54 hrs.
Total Hours.....	428 hrs.

Basic Refrigeration: Introduction and history of refrigeration, introduces basic refrigeration theory and principles. Heat theory, sensible and latent heat, heat quantity, the British Thermal Unit, the refrigeration effect of ice, temperature-pressure relationships, heat transfer and the control of heat flow, and elementary refrigeration will be studied.

Principles & Practices of Refrigeration: Shop safety regulations, tools used in the refrigeration industry, copper tubing operations, charging systems and any special tools used in the industry are covered in this course.

Refrigeration System Components: Study of major components of the refrigeration system and laboratory experiences which develop an understanding of operation of the entire system.

Advanced Refrigeration Theory & Application: This course is a review and evaluation of a student's knowledge of the refrigeration phase.

PHASE II (ELECTRICAL)

H/AC 221 Electrical Meters.....	72 hrs.
H/AC 222 Reading Schematic Diagrams	168 hrs.
H/AC 223 Electrical Motors.....	96 hrs.
H/AC 224 Electrical Components in Air Conditioning Systems.....	123 hrs.
H/AC 225 Air Conditioning Control Systems.....	78 hrs.
H/AC 226 Advanced Electrical Theory and Practice Application	54 hrs.
Total Hours.....	600 hrs.

Electric Meters: Electric meters related to electrical fundamentals of the air conditioning industry are thoroughly discussed as related to their operation and use. Student must perform lab functions with all types of meters.

Reading Schematic Diagrams: Covers all necessary subjects for students to become proficient at reading wiring diagrams of air conditioning systems. Also covered are various power systems in residential, commercial and industrial installations, along with power distribution systems used in modern building.

Electric Motors: Design, application, and repair of electric motors and controls used by refrigeration and air conditioning industry. Motors commonly used in air conditioning include: split phase, permanent split capacitor, capacitor start, capacitor start-capacitor run, and all common controls needed for starting motors.

Electrical Components in Air Conditioning System: Teaches student to identify, install, troubleshoot and repair if possible any electrical component in an air conditioning system (with exception of rebuilding hermetic or semihermetic compressors), transformers, relays, contractors, and other electrical components common to the industry.

Advanced Electrical Theory & Application: This course is a review and evaluation of a student's knowledge of the electrical phase.

PHASE III (AIR CONDITIONING)

H/AC 231 Principles of Air Conditioning.....	40 hrs.
H/AC 232 Residential Air	66 hrs.
H/AC 233 Air Conditioning System Clean Up and Repair	42 hrs.
H/AC 234 Heat Pump	114 hrs.
H/AC 235 Advanced Air Conditioning Theory and Practice Applications	30 hrs.
Total Hours.....	292 hrs.

Principles of Air Conditioning: Enables student to combine basic refrigeration fundamentals, psychrometrics and instrumentation practices into understanding of controlled temperature, air handling procedures and humidity control.

Residential Air Conditioning: Analysis and installation procedures of any type air conditioner commonly installed in a residence, from central systems to window units.

Air Conditioning System Cleanup & Repair: Recommended procedures for diagnosing, repairing, and restoring contaminated and burned-out systems to original conditions. Some common troubleshooting procedures and replacement of components are covered.

Heat Pump: Study of compression cycle heat pump with emphasis placed on operation and mechanics of the heating and air conditioning components. Also includes all electrical and refrigerant cycle components with troubleshooting of each component.

Advanced Air Conditioning Theory & Practical Applications: This course is a review and evaluation of a student's knowledge of the air conditioning phase.

PHASE IV (HEATING)

H/AC 241 Heating with Electricity	30 hrs.
H/AC 242 Heating with Gas	124 hrs.
H/AC 243 Heating with Oil	114 hrs.
H/AC 244 Advanced Heating Theory and Practical Applications	29 hrs.
Total Hours.....	297 hrs.

Heating with Electricity: Basic knowledge and laboratory experience in diagnosing, servicing, and operating electric furnaces.

Heating with Gas: Basic knowledge and work experience necessary for safe handling and checking for operational efficiency of gas burning appliances. Along with theory and troubleshooting of gas, fuel furnaces will be covered.

Heating with Oil: Basic knowledge and laboratory experience in diagnosing, servicing, and determining operation efficiency of oil burning equipment.

Advanced Heating Theory and Practical Applications: This course is a review and evaluation of a student's knowledge of the Heating Phase.

PHASE V (AIR CONDITIONING DESIGN)

H/AC 251 Load Calculations.....	66 hrs.
H/AC 252 System Design	66 hrs.
H/AC 253 Georgia Warm Air Code	32 hrs.
Total Hours.....	164 hrs.

Load Calculations: Covers all design factors considered in the load calculation of a residence. Student will complete a load calculation of a residence.

System Design: Covers all design factors considered in designing a complete residential system. Student will completely design an air conditioning system for a residence including duct work.

Georgia Warm Air Code: This course gives a brief overview of the Ga. Warm Air Code.

PHASE VI (COMMERCIAL REFRIGERATION)

H/AC 261 Domestic Refrigeration.....	36 hrs.
H/AC 262 Automobile Air Conditioning.....	14 hrs.
H/AC 263 Commercial Refrigeration	48 hrs.
H/AC 264 Commercial Refrigeration Controls	74 hrs.
H/AC 265 Commercial and Industrial Wiring.....	63 hrs.
Total Hours	235 hrs.

Domestic Refrigeration: Domestic Refrigeration is a study of the elements involved in operational failure of domestic refrigerators and freezers. The repair of 6 domestic refrigerators and freezers is included in this course.

Automotive Air Conditioning: Is the repair of an automobile system. The student will repair 3 automobile air conditioners.

Commercial Refrigeration: Will provide the student with an understanding of the basic commercial refrigeration systems. Provides the student with 10 installation and repair jobs that are most common.

Commercial Refrigeration Controls: Covers the function and operation of the most common refrigeration controls used in the industry with practical problems and installation procedures.

Commercial and Industrial Wiring: Work experiences and necessary related knowledge of electrical equipment and materials used in the refrigeration and air conditioning industry. Basically consists of electrical connections and wire sizing from distributor panel to appliance.

PHASE VII (LIGHT COMMERCIAL AIR CONDITIONING)

H/AC 271 Light Commercial Air Conditioning...	168 hrs.
Total Hours	168 hrs.

Light Commercial Air Conditioning: Study of larger and more complex units used commercially with emphasis placed on installation and service procedure. Provides students with work experiences on many of the most common type of commercial equipment.

PHASE VIII (SOLAR ENERGY)

H/AC 281 Basic Solar Principles	42 hrs.
H/AC 283 Design of Solar Systems	60 hrs.
H/AC 283 Installation of Solar Systems	150 hrs.
H/AC 284 Maintenance of Solar Systems	60 hrs.
Total Hours	312 hrs.

Basic Solar Principles: This course covers the basic types of solar systems. Liquid collectors with their system components and air collectors with their systems components are fully explained with the advantages and disadvantages of each.

Design Solar Systems: This course covers the design of the most common types of solar system.

Installation of Solar Systems: This course covers the installation of the most common types of solar systems. The student will install a complete domestic hot water system.

Maintenance of Solar Systems: This course covers the maintenance and repair of the most common types of solar systems.

Internship: (Optional) The student acquires valuable work experience at an industrial/business site. The internship must be approved on an individual basis by Athens Tech and will follow all guidelines established in the internship program.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



ATHENS AREA VOCATIONAL-TECHNICAL SCHOOL

U.S. Highway 29 North
Athens, Georgia 30610
(404) 549-2360

Robert G. Shelnut, Director

MACHINE TOOL TECHNOLOGY

I. Program Purpose: The Machine Tool Technology program is designed to train machine tool technicians for industry.

II. Program Description: Machine Tool Technology is a two-year program to develop machine tool technicians. Students may enter at the beginning of each quarter. The curriculum is designed so that a student progresses through each instructional unit at a pace programmed by the instructor to the individual's own learning rate. Areas covered are machine shop, math, blueprint reading, drafting, metrology, metallurgy, and foundry.

III. Career Information: A machine tool technician is one who has the understanding of the principles and the applications of machine design and mechanical production. He/she has the basics that are required to bring a job from the planning and design stage through the machining process and actual installation, use and/or repair of the particular part or job. The machine tool technician is able to branch into fields such as being a designer and drafter, or engineering assistant. He/she may choose from other mechanically oriented occupations such as machinist, quality control technician, maintenance repairperson, metallurgical lab technician, or numerical controlled programmer and operator.

IV. Estimated Cost: \$45 per quarter — supply fee. Books for entire program: \$85. Tools: \$60

V. Minimum Entrance Requirements: Age: 16 years or older. Education: High school diploma or GED desirable but not mandatory. CPP Test Score Required: Reading 4, Numerical Skills 4, Mechanical Reasoning 5, Space Relations 5.

VI. Curriculum Outline:

Required for All Students

	Hours
M/T 101 Machine Shop I	15
M/T 102 Machine Shop II	15
M/T 103 Machine Shop III	15
M/T 501 Math I	05
M/T 502 Math II	05
M/T 503 Math III	05
M/T 511 Blueprint Reading I	05
M/T 512 Blueprint Reading II	05
M/T 513 Blueprint Reading III	05
M/T 551 Machinery's Handbook	05
M/T 531 Metrology I	05
M/T 541 Metallurgy I	05
M/T 151 Welding	15
M/T 521 Drafting I	15
Total hours-120	

Students Must Select 120 Quarter Hours From The Following Courses:

M/T 104 Machine Shop IV	15
M/T 105 Machine Shop V	15
M/T 106 Machine Shop VI	15
M/T 107 Machine Shop VII	15
M/T 108 Machine Shop VIII	15
M/T 532 Metrology II	15
M/T 542 Metallurgy II	15
M/T 522 Drafting II	15
M/T 601 Numerical Control I	15
M/T 602 Numerical Control II	15
M/T 131 Maintenance I	05
M/T 132 Maintenance II	15
M/T 161 Foundry I	15
M/T 162 Foundry II	15
M/T 701 EDM Operation I	15
M/T 702 EDM Operation II	15
Total hours — 230	

*M/T 301 Tool and Die I	30
M/T 302 Tool and Die II	30
M/T 303 Tool and Die III	30

* Prerequisite: Must have completed the 2-year program or appropriate work experience.

VII. Course Descriptions:

Machine Shop I: Machine Shop I introduces the student to the basic techniques of the machining area. This course includes hand tools, layout techniques, offhand grinding, sawing machines, and the drill press.

Machine Shop II: Machine Shop II provides and maintains the knowledge of the principles and practices of the engine lathe.

Machine Shop III: Machine Shop III provides and maintains the knowledge of the principles of the milling machine.

Math I: Math I acquaints the learner with basic mathematics, with an introduction to algebra and trigonometry.

Math II: Applications of algebra and trigonometry are emphasized in this course, and emphasis is placed on geometry. Specific applications of theorems and definitions to the solutions of technical geometric problems are presented. Concepts of linear measure, area and volume are also covered in this course.

Math III: This course includes further application of algebra and trigonometry presented in Technical Math II. Logarithms are presented as a computational aid. Special problems related to the student's occupational area are a vital part of this course.

Blueprint Reading I, II, and III: These series of courses will allow the student to obtain different levels of blueprint reading skills ranging from the very minimum knowledge for work survival to the more complete shop drawings used in industry.

Machinery's Handbook: A course designed to teach the student how to use the Machinery's Handbook.

Metrology I: Metrology I introduces the student to the principles of linear measurement. The student learns how to use precision tools necessary for the completion of lab work.

Metallurgy I: Metallurgy I acquaints the learner with the basic metals, their production and how the metal is used in the lab area.

Welding: The Welding course acquaints the learner with the basic principles of oxyacetylene and electric arc welding so the student is able to apply these principles in lab functions, safely and efficiently.

Drafting I and II: These two courses start with the basic use of tools, the use of the drawing board, and procedures and techniques used in industrial mechanical drawing. Further training goes into design techniques, specifications, types of materials used and measurements in both metric and standard units.

Machine Shop IV: Machine Shop IV provides the student with principles and practices of the precision surface grinder and a review of all the preceding quarters techniques.

Machine Shop V: Machine Shop V has the student, using previous knowledge and techniques, starting the design and construction of major projects. This course also introduces the student to the close tolerance of the jig borer and the applications of its use.

Machine Shop VI: In Machine Shop VI the student is acquainted with the terminology and techniques of castings and will work with the design, machining, and construction of a casting project.

Machine Shop VII: Machine Shop VII introduces the student to tool and die design, construction and their production applications.

Machine Shop VIII: Machine Shop VIII provides the student with an opportunity to complete a final design project.

Metrology II: Metrology II acquaints the student with the proper quality control techniques and the usage of testing instruments for the industrial application. This course advances the student from the use of precision instruments to their application in an industrial situation.

Metallurgy II: Provides the student with basic heat treating principles.

Numerical Controls I and II: Numerical Control acquaints the learner with the necessary concepts and techniques for use of the numerical control machines.

Maintenance I and II: Maintenance I is training in the form of preventive maintenance. All machine lubrication, cleaning, and minor repair is covered during this introductory course. Maintenance II is a special course which includes the overhaul of a major piece of equipment in the lab. This course must be arranged as a special project with the lab instructor.

Foundry I and II: These courses begin with basic techniques and procedures used in casting low melting temperature metals. Later studies go into more complex design using alloys and other techniques used in industry.

EDM (Electric Discharge Machine) Operation I and II: The student will learn the uses, functions, and limitations of the Electric Discharge Milling Machine.

Tool and Die I, II, and III: These courses acquaint the student with concepts and techniques of tool and die design and construction. The student will design and construct basic die components to meet given specifications and will also design and construct a working die that will meet industrial standards.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



ATHENS AREA VOCATIONAL-TECHNICAL SCHOOL

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Robert G. Shelnett, Director

RESEARCH LABORATORY TECHNOLOGY

I. Program Purpose: The Research Laboratory Technology curriculum is designed to provide the student with skills and knowledge necessary for the laboratory technology field.

II. Program Description: The program provides study in chemical, biological, and physical theories combined with procedural and technical skills applicable to research and service laboratories.

III. Career Information: It is the technician's responsibility to assemble apparatus, conduct tests, make measurements, and record and report the data which form the basis for decisions. Upon graduation, Research Lab Technicians secure employment in federal, state, and private laboratories.

IV. Estimated Cost: Supply fee — \$45 per quarter. Books for entire program: \$100. Specialized equipment/materials: \$85.

V. Minimum Entrance Requirements: Age: 16 years or older. Education: High school diploma or GED. CPP Test Score Required: Reading 4, Numerical Skills 4, Mechanical Reasoning 4.

VI. Curriculum Outline:

FIRST QUARTER

CHM 111 Inorganic Chemistry
BIO 101 Microbiology I

THIRD QUARTER

CHM 113 Quantitative Analysis
BIO 103 Microbiology III

FIFTH QUARTER

CHM 212 Organic Chemistry II

SEVENTH QUARTER

RLT 242 Internship

SECOND QUARTER

CHM 112 Qualitative Analysis
BIO 102 Microbiology II

FOURTH QUARTER

CHM 211 Organic Chemistry I
BIO 201 Environmental and Applied Microbiology

SIXTH QUARTER

CHM 213 Instrumental Analysis
BIO 203 Virological and Biochemical Techniques

VII. Course Descriptions:

Inorganic Chemistry: Provides the chemical foundations on which the student will build. The course assumes no prior knowledge of chemistry. Chemistry I begins with scientific mathematics including the metric system, scientific notation, and significant figures. The course covers fundamental laws and concepts involving matter, energy, and atomic structure; chemical bonding; formulas and nomenclature; the mole concept; concentration of solutions; and acids and bases.

Microbiology I: Foundation of microbiology theory and procedures. Techniques include microscopy, preparation and use of stains, preparation of media, use of sterile technique and pure culture methods. Emphasis is on the application of these techniques to the study of bacterial morphology and classification.

Qualitative Analysis: Traditional wet chemical analysis for both anion and cation groups emphasizing solution preparation and chemical technique.

Microbiology II: Continuation of basic bacteriology and the application of techniques to the study of bacterial cultivation, growth and reproduction; introductory mycology and phycology.

Quantitative Analysis: Begins the development of expertise in laboratory measurements and stoichiometry. The course embraces both instrumental and noninstrumental

methods of analysis. Instrumental studies include basic spectrophotometric analysis and atomic absorption spectroscopy with emphasis on plotting of standard curves.

Microbiology III: Studies of the effects of physical and chemical agents on microorganisms, including temperature, UV light, various disinfectants, dyes, and antibiotics. General studies of medically and agriculturally important microorganisms and other parasites, including parasitic protozoa, parasitic helminths, and arthropods. Students learn to perform literature searches for scientific research and scientific writing.

Organic Chemistry I: Introduction to organic chemistry embracing basic considerations of hydrocarbons and their substitution products. Laboratory work is emphasized with stress on techniques of preparation, isolation, and purification of compounds.

Environmental and Applied Microbiology: Microbiology of the environment, including aquatic and soil microbiology, and applied microbiology, including application of basic microbiological techniques to the study of food and dairy microbiology. Techniques employed include physical, biological, and chemical analyses.

Organic Chemistry II: General continuation of Organic Chemistry I. Reactions of functional groups are stressed. Also included will be an introduction to biochemistry, with

lecture discussions and appropriate laboratory exercises relating to carbohydrates, lipids, proteins, nucleic acids, and enzymes. Students will gain further experience in techniques relating to isolation, purification, and identification of natural products.

Histologic Technique: Introduction to histological techniques including processing, paraffin embedding, sectioning, mounting, and special staining of plant and animal tissue. The student receives instruction in the usage of instruments employed in histologic techniques, which include automatic tissue processors, automatic tissue embedders, microtomes, and the cryostat.

Instrumental Analysis: Instruction in the theory of operation and the analytical applications of uv-visible spectroscopy, infrared spectroscopy, gas-liquid chromatography, high performance liquid chromatography, and gel electrophoresis. Detailed instruction is given in sampling techniques, absorption characteristics of various compounds, and data evaluation and interpretation. Each student receives actual "hands on" experience in the use and operation of these instruments. In addition, biochemical techniques are performed, including protein determinations and enzyme activity measurements.

Virological and Biochemical Technique: Instruction in virology and virological technique including methods for bacteriophage, tissue culture, and egg inoculation studies. Laboratory techniques in immunology and serology include precipitation and agglutination reactions. Biochemical activities of microorganisms are studied, and miniaturized rapid biochemical testing is performed.

Internship: The student spends several weeks in each of several laboratory facilities to receive experience in many varied research situations. The laboratory facilities include state and federal labs as well as those from the private sector. The student receives valuable "on-the-job" training and applies the techniques and procedures that he or she has mastered. Students on academic probation will not be approved for internship.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



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Robert G. Shelnutt, Director

CLERK-TYPIST

I. Program Purpose: The Clerk-Typist curriculum is designed to develop the skills, knowledge, attitudes, and other competencies necessary for successful employment in clerical positions and to help the student make satisfactory adjustments to the conditions and demands of employment.

II. Program Description: Occupational preparation in the clerk-typist program is divided into three distinct and separate phases. During the first phase, development of the basic secretarial skills of typewriting, business communications, and secretarial accounting skills are emphasized. Persons who have had prior training or experience in the basic skills areas may exempt all, or any portion, of this phase of the program. Prospective students are tested to determine levels of skills and are placed into the curriculum at a point commensurate with their abilities.

When prescribed competencies are reached, the student enters the second phase of the training program in which he/she works and studies in an office environment where conditions such as those that are found in an actual office setting are simulated.

After successfully completing this simulated office phase, the student is placed into an actual work environment, performing a job in some community business office. During this third phase, the student's activities are closely monitored by an internship specialist.

III. Career Information: Students who complete the clerk-typist program are prepared to become employed in the following positions: clerk-typist, receptionist, file clerk, etc.

IV. Estimated Cost: Supply fee - \$45 per quarter. Books for entire program: \$125.

V. Minimum Entrance Requirements: CPP Test Score Required: Reading 3, Numerical Skills 3, Language Skills 3, Clerical Skills 3.

VI. Curriculum Outline:

FIRST QUARTER

BED 121-Typewriting I
BED 117-Human Relations
BED 112-Business Communications

SECOND QUARTER

BED 122-Typewriting II
BED 211-Office Simulation I
DPA 109-Introduction to Accounting

THIRD QUARTER

BED 123-Typewriting III
BED 311-Office Simulation II
BED 301-Office Procedures

FOURTH QUARTER

BED 331-Internship

VII. Course Descriptions:

Typewriting I, II, III: Upon the student's entry into this portion of the program, emphasis is placed on the mastery of the keyboard, accuracy, continuity of movement, and the development of speed. Basic rules of centering copy and applying these rules in typing announcements, memorandums, and short reports are taught. As the student progresses in typewriting, stress is placed on office style activities and skill is developed in typing office communications, the various styles of letters and accompanying envelopes, manuscripts, tabulation, invoices, telegrams, purchase orders, rough drafts, and financial statements. Reinforcement in the mechanics of writing is provided through activities involving spelling, vocabulary building, punctuation, capitalization, abbreviations, and syllabication.

Human Relations: This sequence of activities is designed to help the student relate more effectively to people in the work environment — supervisors, coworkers, subordinates, clients, and/or customers. Emphasis is placed on

the oral communications aspect of human relations in the office setting.

Business Communications: This sequence of activities is concerned with the language skills of reading, writing, speaking, and listening as they apply to various forms of communications used in the business office. Emphasis is placed on essentials of grammar, standard English usage, spelling, vocabulary, punctuation, oral and written communications. The student learns to read and analyze actual business letters so that he/she may determine what constitutes a good letter. After successfully mastering these principles, he/she then proceeds to study the mechanics of letter writing, the principles of effective business writing, and the techniques and procedures of writing all the common types of business letters.

Office Simulation I, II: Simulation provides students with experience in performing office tasks that require planning, initiative, coordinating, and decision-making as well

as basic office skills within a simulated office setting. Students prepare the most frequently performed typewriting office tasks, performing machine transcription activities, and preparing mailable documents in a simulated office setting.

This course is a prerequisite to Internship - BED 331.

Introduction To Accounting: This sequence of activities includes extensive training in the use of the touch system to operate the Victor Electronic Printing calculator with application regarding basic business computations (bank reconciliation, trade discounts, cash discounts, fractions, sales slips, commission, and simple interest). After this basic information has been mastered, the student progresses to recording various types of business transactions in general ledgers and specialized journals and ledgers.

Office Procedures: This course provides students with experience in solving problems actually found in business; mastering techniques required in the performance of office duties; coping with human relations problems encountered in working with superiors, colleagues, and supervisees; and organizing work. The course is designed to improve student awareness of the importance of self-improvement and growth as a professional person.

Internship: In order to give realistic training, each student spends one quarter working on a job under the direction of an internship specialist and an employer. As a part of this program, students are expected to return to the school periodically to participate in seminars.

Students on academic probation will not be approved for internship.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



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Robert G. Shelnutt, Director

WORD PROCESSING

I. Program Purpose: The Word Processing Secretarial curriculum is designed to develop the skills, knowledge, attitudes, and other competencies necessary for successful employment in word processing, secretarial, and clerical positions and to help the student make satisfactory adjustments to the conditions and demands of employment.

II. Program Description: Occupational preparation in the word processing secretarial program is divided into three distinct and separate phases. During the first phase, development of the basic secretarial skills of typewriting, business communications, computer concepts, and accounting skills, are emphasized. Persons who have had prior training or experience in the basic skills areas may exempt all, or any portion, of this phase of the program. Prospective students are tested to determine levels of skills and are placed into the curriculum at a point commensurate with their abilities.

When prescribed competencies are reached, the student enters the second phase of the training program in which he/she develops advanced skills in typewriting, word processing, and office procedures.

In the third phase, the student has the option of going on internship or taking office simulation.

III. Career Information: Students who complete the word processing secretarial program are prepared to become employed in the following positions: word processing operator/secretary, general secretary, clerk-typist, receptionist, file clerk, etc.

IV. Estimated Cost: Supply fee - \$45 per quarter. Books for entire program: \$125.

V. Minimum Entrance Requirements: CPP Test Score Required: Reading 5, Numerical Skills 5, Language Skills 5, Clerical Skills 5.

VI. Curriculum Outline:

FIRST QUARTER

BED 121-Typewriting I
BED 110-Basic Computer Concepts
BED 112-Business Communications

THIRD QUARTER

BED 123-Typewriting III
BED 305-Word Processing Operations
BED 301-Office Procedures

VII. Course Descriptions:

Typewriting I, II, III: Upon the student's entry into this portion of the program, emphasis is placed on the mastery of the keyboard, accuracy, continuity of movement, and the development of speed. Basic rules of centering copy and applying these rules in typing announcements, memorandums, and short reports are taught. As the student progresses in typewriting, stress is placed on office style activities and skill is developed in typing office communications, the various styles of letters and accompanying envelopes, manuscripts, tabulation, invoices, telegrams, purchase orders, rough drafts, and financial statements. Reinforcement in the mechanics of writing is provided through activities involving spelling, vocabulary building, punctuation, capitalization, abbreviations, and syllabication.

Basic Computer Concepts: A general introduction to the concepts and basic operation of computers, limited flowcharting applications and brief study of the BASIC language.

Business Communications: This sequence of activities is concerned with the language skills of reading, writing, speaking, and listening as they apply to various forms of communications used in the business office. Emphasis is placed on essentials of grammar, standard English usage, spelling, vocabulary, punctuation, oral and written communications. The student learns to read and analyze ac-

SECOND QUARTER

BED 122-Typewriting II
DPA 214-Data Entry
DPA 111-Accounting I

FOURTH QUARTER

OPTIONS:
BED 411-Office Simulation III
OR
BED 331-Internship

tual business letters so that he/she may determine what constitutes a good letter. After successfully mastering these principles, he/she then proceeds to study the mechanics of letter writing, the principles of effective business writing, and the techniques and procedures of writing all the common types of business letters.

Data Entry: Prerequisite - Typewriting. Concentrates on the development of proper keyboard techniques as well as instruction using simulated work to teach the proper use of sophisticated modern data entry and verification system. Drill work and timings are given regularly to give the student an opportunity to increase their keystroking speed. Limited instruction is also provided on the keypunch (unit record) equipment.

Accounting I: The principles of accounting are introduced beginning with the accounting equation. The course continues through accrual accounting for personal service and retail merchandising enterprises for the single proprietorship. Notes and interest, methods of inventory and depreciation, payroll, and partnership accounting are also explored.

Word Processing Operations: The course begins with an introduction to word processing, basic concepts, and operations. Training is provided on various word processing equipment to integrate word processing knowledge,

utilize text-editing functions, and proofreading skills in performing the jobs assigned. Field trips to word processing centers in the local business area are scheduled to keep abreast with the word processing field.

Office Procedures: Aspects of office training including personality development, attitudes, grooming and various important details essential to a well-informed secretary are included in staff development activities. Time is also devoted for the student to attain skills and knowledge in basic areas such as travel, meetings, mail procedures, telephoning, assertiveness, and duplicating procedures.

Office Simulation III: Simulation provides students with experience in performing office tasks that require planning, initiative, coordinating, and decision-making as well as basic office skills within a simulated office setting. This course is one of two options (the other being Internship) for the student's fourth quarter of study.

Internship: In order to give realistic training, each student spends one quarter working on a job under the direction of an internship specialist and an employer. As a part of this program, students are expected to return to the school periodically to participate in seminars.

Students on academic probation will not be approved for internship.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



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Robert G. Shelnut, Director

LEGAL SECRETARY

I. Program Purpose: To develop the skills, knowledge, attitudes, and other competencies necessary for successful employment in law office occupations and to help the student make satisfactory adjustments to the conditions and demands of legal employment.

II. Program Description: The legal secretarial program is designed for those students who are interested in entering the challenging world of the legal field.

Speed and accuracy in shorthand and typing are essential in order to apply these skills to the complex language of the legal profession. Students are exposed to legal terminology while learning how to prepare legal documents and correspondence, maintain client and financial records, and perform under pressure. They learn the procedures for filing cases in the Georgia state and local court systems. Areas covered are general office duties, noncourt documents, the courts and court documents, litigation, appeals, probate and family law. Students learn the important public relations aspects of legal secretarial work as well as how to interact with people in stressful situations.

III. Career Information: In addition to being prepared for employment in the specialized field of legal office and related occupations, the student develops the skills necessary for positions as a legal secretary, general secretary or receptionist.

IV. Estimated Cost: Supply - \$45 per quarter. Books for entire program: \$125.

V. Minimum Entrance Requirements: CPP Test Score Required: Reading 5, Numerical Skills 5, Language Skills 5, Clerical Skills 5.

VI. Curriculum Outline:

FIRST QUARTER

BED 121-Typewriting I
BED 131-Shorthand I
BED 112-Business Communications

THIRD QUARTER

BED 123-Typewriting III
BED 304-Shorthand III
BED 422A-Legal Office Procedures I

SECOND QUARTER

BED 122-Typewriting II
BED 132-Shorthand II
DPA 111-Accounting I

FOURTH QUARTER

BED 422B-Legal Office Procedures II
BED 330-Internship

VII. Course Descriptions:

Typewriting I, II, III: Upon the student's entry into this portion of the program, emphasis is placed on the mastery of the keyboard, accuracy, continuity of movement, and the development of speed. Basic rules of centering copy and applying these rules in typing announcements, memorandums, and short reports are taught. As the student progresses in typewriting, stress is placed on office style activities and skill is developed in typing office communications, the various styles of letters and accompanying envelopes, manuscripts, tabulations, invoices, telegrams, purchase orders, rough drafts, and financial statements. Reinforcement in the mechanics of writing is provided through activities involving spelling, vocabulary building, punctuation, capitalization, abbreviations, and syllabication.

Shorthand I, II, III: Shorthand theory and principles of joining letters are presented. Emphasis is placed on the student learning brief forms, phrases, word beginnings, and word endings. Correct reading and writing techniques are taught. Dictation and transcription are introduced. As the student progresses, emphasis is placed on new-matter dictation and transcription, punctuation, grammar, business vocabulary building, proofreading, and typing mailable letters from shorthand notes. Accuracy is stressed.

Business Communications: This sequence of activities is concerned with the language skills of reading, writing, speaking, and listening as they apply to various forms of communications used in the business office. Emphasis is placed on essentials of grammar, standard English usage, spelling, vocabulary, punctuation, oral and written communications. The student learns to read and analyze ac-

tual business letters so that he/she may determine what constitutes a good letter. After successfully mastering these principles, he/she then proceeds to study the mechanics of letter writing, the principles of effective business writing, and the techniques and procedures of writing all the common types of business letters.

Accounting I: The principles of accounting are introduced beginning with the accounting equation. The course continues through accrual accounting for personal service and retail merchandising enterprises for the single proprietorship. Notes and interest, methods of inventory and depreciation, payroll, and partnership accounting are also explored.

Legal Office Procedures I & II: In this course, students are exposed to legal terminology while learning how to prepare legal documents and correspondence, maintain client and financial records, and perform under pressure. They learn the procedures for filing cases in the Georgia state and local court systems. Areas covered include general office duties, noncourt documents, the courts and court documents, litigation, appeals, probate and family law.

Internship: In order to give realistic training, each student spends one quarter working on a job under the direction of an internship specialist and an employer. As a part of this program, students are expected to return to the school periodically to participate in seminars. Students on academic probation will not be approved for internship.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.

Revised August 1982



ATHENS AREA VOCATIONAL-TECHNICAL SCHOOL

U.S. Highway 29 North
Athens, Georgia 30610
(404) 549-2360

Robert G. Shelnut, Director

ADMINISTRATIVE SECRETARIAL OCCUPATIONS

I. Program Purpose: To develop the skills, knowledge, attitudes, and other competencies necessary for successful employment in secretarial and clerical positions and to help the student make satisfactory adjustments to the conditions and demands of employment.

II. Program Description: Occupational preparation in the administrative secretarial program is divided into three distinct and separate phases. During the first phase, development of the basic secretarial skills of typewriting, business communications, shorthand, and accounting skills are emphasized. Persons who have had prior training or experience in the basic skills areas may exempt all, or any portion, of this phase of the program. Prospective students are tested to determine levels of skills and are placed into the curriculum at a point commensurate with their abilities.

When prescribed competencies are reached, the student enters the second phase of the training program in which he/she develops advanced skills in typewriting, shorthand, and office procedures.

In the third phase, the student has the option of going on internship or taking office simulation.

III. Career Information: Students who complete the administrative secretarial program are prepared to become employed in the following positions: administrative secretary, general secretary, clerk-typist, receptionist, file clerk, etc.

IV. Estimated Cost: Supply fee - \$45 per quarter. Books for entire program: \$150.

V. Minimum Entrance Requirements: CPP Test Score Required: Reading 5, Numerical 5, Language Skills 5, Clerical Skills 5.

VI. Curriculum Outline:

FIRST QUARTER

BED 121-Typewriting I
BED 112-Business Communications
BED 131-Shorthand I

THIRD QUARTER

BED 123-Typewriting III
BED 301-Office Procedures
BED 304-Shorthand III
BED 331-Internship

SECOND QUARTER

BED 122-Typewriting II
DPA 111-Accounting I
BED 132-Shorthand II

FOURTH QUARTER

OPTION:
BED 411-Office Simulation III
Or
BED 331-Internship

VII. Course Descriptions:

Typewriting I, II, III: Upon the student's entry into this portion of the program, emphasis is placed on the mastery of the keyboard, accuracy, continuity of movement, and the development of speed. Basic rules of centering copy and applying these rules in typing announcements, memorandums, and short reports are taught. As the student progresses in typewriting, stress is placed on office style activities and skill is developed in typing office communications, the various styles of letters and accompanying envelopes, manuscripts, tabulation, invoices, telegrams, purchase orders, rough drafts, and financial statements. Reinforcement in the mechanics of writing is provided through activities involving spelling, vocabulary building, punctuation, capitalization, abbreviations, and syllabication.

Business Communications: This sequence of activities is concerned with the language skills of reading, writing, speaking, and listening as they apply to various forms of communications used in the business office. Emphasis is placed on essentials of grammar, standard English usage, spelling, vocabulary, punctuation, oral and written communications. The student learns to read and analyze actual business letters so that he/she may determine what

constitutes a good letter. After successfully mastering these principles, he/she then proceeds to study the mechanics of letter writing, the principles of effective business writing, and the techniques and procedures of writing all the common types of business letters.

Shorthand I, II, III: Shorthand theory and principles of joining letters are presented. Emphasis is placed on the student learning brief forms, phrases, word beginnings, and word endings. Correct reading and writing techniques are taught. Dictation and transcription are introduced. As the student progresses, emphasis is placed on new-matter dictation and transcription, punctuation, grammar, business vocabulary building, proofreading, and typing mailable letters from shorthand notes. Accuracy is stressed.

Accounting I: The principles of accounting are introduced beginning with the accounting equation. The course continues through accrual accounting for personal service and retail merchandising enterprises for the single proprietorship. Notes and interest, methods of inventory and depreciation, payroll, and partnership accounting are also explored.

Office Procedures: Aspects of office training including personality development, attitudes, grooming and various important details essential to a well-informed secretary are included in staff development activities. Time is also devoted for the student to attain skills and knowledge in basic areas, such as travel, meetings, mail procedures, telephoning, assertiveness, and duplicating procedures.

Office Simulation III: Simulation provides students with experience in performing office tasks that require planning, initiative, coordinating, and decision-making as well as basic office skills within a simulated office setting. This course is one of two options (the other being Internship) for the student's fourth quarter of study.

Internship: In order to give realistic training, each student spends one quarter working on a job under the direction of an internship specialist and an employer. As part of this program, students are expected to return to the school periodically to participate in seminars.

Students on academic probation will not be approved for internship.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.



ATHENS AREA VOCATIONAL-TECHNICAL SCHOOL

U.S. Highway 29 North
Athens, Georgia 30610
(404) 549-2360

Robert G. Shelnutt, Director

WELDING

I. Program Purpose: The Welding curriculum is designed to prepare individuals for successful employment in the field of welding.

II. Program Description: The one-year program in Welding includes instruction in math, blueprint reading, and welding theory as well as practical instruction in all phases of welding operations. Upon completion of courses, students will be able to layout, cut, and weld as per specification set forth by the American Welding Society standards.

III. Career Information: Successful completion of the program offers the student an opportunity to become employed in welding shops, machine shops, local industries, and in the field of construction.

IV. Estimated Cost: Supply fee - \$45.00 per quarter. Books for entire program: \$30. Equipment: \$45.

V. Minimum Entrance Requirements: Age: Applicants must be 16 years or older. Education: High school diploma or equivalent desirable but not mandatory. CPP Test Score Required: Reading 3, Numerical Skills 3, Mechanical Reasoning 4, Space Relations 4.

VI. Curriculum Outline:

FIRST QUARTER

WELD 212 Oxy-acetylene Welding
WELD 213 Oxy-acetylene Cutting
WELD 223 Metallurgy
WELD 201 Basic Math

THIRD QUARTER

WELD 231 Metal Fabrication I
WELD 233 Welding Testing Review
WELD 235 Blueprint Reading II
WELD 241 MIG Welding

SECOND QUARTER

WELD 224 Blueprint Reading I
WELD 222 Arc Welding

FOURTH QUARTER

WELD 232 TIG Welding
WELD 242 Introduction to Pipe Welding
WELD 243 Metal Fabrication II
*211 Independent Study (30 Hours)
*252 Internship

VII. Course Descriptions:

Oxy-Acetylene Welding: The student will develop ability to safety weld metal parts together according to instructions, sketches and blueprints.

Oxy-Acetylene Cutting: The student will be able to make smooth slag free cuts as well as piercing cuts in mild steel plate and pipe.

Metallurgy: The student will be familiar with various types of metals and the reaction of these metals under various conditions.

Basic Math: The student will learn the basics of addition, subtraction, multiplication, division, fractions, whole numbers and word problems.

Blueprint Reading I: The student will understand the basics of blueprint reading and the performance of related tasks.

Arc Welding: The student will be able to safety strike and maintain an arc. The student will also develop the skills to set and use welding equipment and join two pieces of metal according to specifications.

Metal Fabrication I and II: The student combines knowledge, skills and arts to fabricate the final project.

Welding Test Review: The student will develop the knowledge and skills to review weak points in all phases and to pass the Guided Bend Test according to A.W.S. specifications.

Blueprint Reading II: The student will be able to interpret

and use welding symbols, prepare bills of materials and fabricate from certain blueprints.

Metallic Inert Gas (MIG) Welding: The student will be able to make sound and uniform weld in all positions, and to understand machine and gas settings.

Tungsten Inert Gas (TIG) Welding: The student will be able to make sound and uniform welds in all positions. The student will develop an understanding of machine and gas settings.

Introduction to Pipe Welding: The student will be able to make sound and uniform welds on pipes in all positions, including fixed positions.

Internship: The internship is available to students upon completion of all course work. It provides valuable work experience to students before they graduate and seek employment. This industrial and/or business experience, which is not available in an educational environment, facilitates the transition from school to work. Students on academic probation will not be approved for internship.

*Independent study allows a person the opportunity to train in one or more areas of the welding program. This helps serve the disadvantaged and handicapped as well as the person wanting specific training for short periods of time to enable him or her to qualify for employment requiring limited skills.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.

Revised August 1982



ATHENS AREA VOCATIONAL-TECHNICAL SCHOOL

U.S. Highway 29 North
Athens, Georgia 30610
(404) 549-2360

Robert G. Shelnutt, Director

MEDICAL ASSISTING

I. Program Purpose: The Medical Assisting curriculum is designed to attain knowledge, skills, and attitudes for job entry skills as a Medical Office Assistant.

II. Program Description: The Medical Assisting program provides an individualized instruction curriculum combining both administrative and clinical aspects of the medical office. The program consists of approximately three quarters of classroom and laboratory study followed by one quarter of clinical internship in a physician's office. These time periods may vary according to individual student abilities.

III. Career Information: The Medical Office Assistant functions in a licensed physician's office under his/her direct supervision. After one year of work experience, the MOA is eligible to take the American Association of Medical Assistants certification examination.

IV. Estimated Cost: Supply fee - \$45.00 per quarter; Books for entire program: \$225.00 (approximately); Uniforms - purchased by the student before the internship; White Lab Coat - purchased by the student before the end of the first quarter of enrollment.

V. Minimum Entrance Requirements: All students should be at least 18 years of age by admission date and have a high school diploma or GED equivalent. Students must be in good health as verified by a physical examination. Basic typewriting ability is preferred. CPP Test Score Required: Reading 4, Numerical Skills 4, Language Skills 4, Clerical Skills 4.

VI. Curriculum Outline:

FIRST QUARTER

MA 111 Medical Assisting Skills I
MA 112 Introduction to Health Care
MA 113 Medical Terminology
MA 114 Communication Skills
MA 115 Medical Typing I

THIRD QUARTER

MA 131 Medical Assisting Skills III
MA 132 Health and Disease II
MA 133 Medical Office Procedures II
MA 134 Accounting

SECOND QUARTER

MA 121 Medical Assisting Skills II
MA 122 Health and Disease I
MA 123 Pharmacology
MA 124 Medical Typing II
MA 125 Medical Office Procedures I

FOURTH QUARTER

MA 141 Internship

VII. Course Descriptions:

Medical Assisting Skills I: This course will include the introductory medical assisting skills needed by a Medical Office Assistant. Specific areas to be covered are: Medical Asepsis, Vital Signs, Physical Examination, The Eye and Ear, and Applications of Heat and Cold.

Introduction to Health Care: This course is designed to provide an introduction to basic concepts necessary in the study of medical office assisting. These basic concepts will serve as a foundation upon which all other courses will build. Areas included are: Nutrition, Communication Skills, Mental Health, Community Resources, Growth and Development, and General Patient Care Guidelines.

Medical Terminology: This course is designed to give the student a foundation for learning medical terminology. The course will teach root words, prefixes, suffixes, and combining forms in such a manner that he/she will be able to construct and analyze medical terms.

Communication Skills: This course assists the student in communicating more effectively by improving skills in reading, writing, speaking, and listening. This course will include: Language Structure, The Mechanics of Style, Proper Oral Communication, Grammar, and Job-Entry Preparation.

Medical Typing I: This course is designed to either introduce the student to typing skills or provide a review for those who have had previous typing experience. Striking techniques, letter styles, and office practices will be included in Medical Typing I.

Medical Assisting Skills II: This course, a sequel to Medical Assisting Skills I, includes more advanced concepts and skills needed by a Medical Office Assistant. Specific areas to be covered are: Sterilization and Disinfection, Minor Office Surgery, Administration of Medications, and Microbiology and Disease. Medical Assisting Skills I is a prerequisite.

Health and Disease I: This course allows the student to begin the systematic study of the human body. For each body system, the student will learn the normal anatomy and physiology as well as causes and treatment of disorders of that system. Systems to be covered are: The Integumentary System, The Circulatory System, and The Musculo-skeletal System.

Pharmacology: This course is designed to introduce the students to medications which they may need to administer as a Medical Office Assistant. Sources, composition, preparation, dosage and effects of substances used

in treating the sick and injured patient are included, as well as a review and practice in mathematical skills needed to calculate medication dosages.

Medical Typing II: This course, a sequel to Medical Typing I, is designed to enrich the learning experiences of the medical student who supports the medical specialist. The course includes: Preparation and practice in medical reports, case histories, medical forms, and insurance forms. It also provides practice in medical spelling and terminology. Medical Typing I is a prerequisite.

Medical Office Procedures I: This course is designed to introduce the student to the Medical Office Assistant's career. Topics include: Personlity, Appointments, Public relations, Patient records, Handling of bills, and Book-keeping. Medical transcription is introduced to the student in Medical Office Procedures I.

Medical Assisting Skills III: This course, the final in the skills series, includes the most advanced concepts and skills usually needed by a Medical Office Assistant. Specific areas to be covered are: Urinalysis, Venipuncture, Blood Typing, Hematology, Electrocardiography, X-ray Examinations, and Specialty Examinations. Medical Assisting Skills II is a prerequisite.

Health and Disease II: This course continues the systematic study of the human body. The systems to be covered are: The Nervous System, The Digestive System, and The Reproductive System. The Human Body In Health and Disease I is a prerequisite.

Medical Office Procedures II: This course, a sequel to Medical Office Procedures I, includes further discussion of the role of the Medical Office Assistant by providing the student with a medical practice set incorporating daily office duties and routines. Medical Office Procedures I is a prerequisite.

Accounting: This course serves as an introduction to principles of accounting, including a practice set for the physician's office.

Internship: This quarter allows the student to receive practical experience as a medical assistant, developing proficiency in administrative and assisting skills, in the physicians office. Students on academic probation will not be approved for internship.

NOTE: Students are not discriminated against on the basis of race, national origin, sex, handicap, religion, age, or marital status.

BUDGET

Payment: Payment under this Contract is limited to the below designated project, and total cost, and accordance with the Budget attached hereto and by reference made a part hereof and designated as Exhibit 1.

BUDGET

<u>PROJECT</u>	<u>COMMUNITY DEVELOPMENT</u>	<u>NON-COMMUNITY DEVELOPMENT</u>
<u>002-723</u>	<u>\$50,000.00</u>	<u>- 0 -</u>

It is expressly understood and agreed that in no event shall the total compensation by the City for a specific project exceed the maximum sum allocated.

Payment shall be on a reimbursable basis upon the City's receipt of a report of Combined Cost Control and Statement of Accountability from the Agency. (Forms to be provided).

Budget Revisions: Funds may be shifted between line items of a single project without prior approval as it (the line item or the total) does not exceed ten (10%) per cent of the individual line item or total. However, a Budget Revision Form must still be submitted to the H&CD Department within five (5) working days of such shift. If and when a budget is revised more than once and the cumulative total exceeds 10%, then prior approval is required. Any shifting of funds that exceeds 10% of any line item or total at any time must be approved in advance of obligations utilizing the appropriate Budget Revision Form.

A statement of the justification of budget revisions exceeding 10% must be attached to the Budget Revision Form. The 10% rule applies whether funds are being removed or added to another line item.

Accounting Procedures

Deposits: The Agency shall designate a commercial bank as the depository for the receipt of funds. The City shall, after assuring itself of the propriety and accuracy of the account, deposit all funds which are made available to the Agency directly into the designated bank account. No advance of funds shall be available to the Agency . The Agency will furnish the City with a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control. Advice in setting up adequate records of accounts will be provided by the City.

Allowable Travel: The Agency's expenses charged for travel shall not exceed those allowable under the policies of the City of Athens. Copies of travel policies are available from the City Accounting Department.

Operating Hours and Holidays

Unless otherwise specified and approved in advance by the City, the Agency agrees to maintain regular operating hours in accordance with those of the City's; and to observe only those holidays observed by the City. The City reserves the right to deduct any expenses submitted for reimbursement pertaining to operational cost which are requested for holidays not approved by the City.

The Agency's operating hours and observance of holidays shall be in accordance with the operations schedule attached hereto and by reference made a part hereof and designated as "Exhibit" 2.

Records

The Agency shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the City and will be retained for three (3) years after the expiration of this Contract. All such records and accounts will be made available for examination by any official representative of the City, HUD or the General Accounting Office.

Fidelity Bonding

Prior to the disbursement of funds to the Agency, the City shall receive a statement from the Agency's Chief Fiscal Officer or Insurer assuring that all persons handling funds received or disbursed under this Contract are covered by Fidelity Insurance in an amount consistent with sound fiscal practice and with the coverage deemed necessary by the City for its own employees. However, in no event shall the amount be less than the Grant supplied by the City. The Fidelity Bond shall be attached hereto and by reference made a part hereof and designated as "Exhibit" 3.

Reimbursement Procedure

Subject to availability of funds from HUD, the City shall make payment under this Contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment and shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in the respective budget.

The Agency will furnish the City a request for reimbursement indicating the expenditure of City funds for each request period. Reimbursement checks shall be issued on Friday only. In order to receive a check on any Friday, reimbursement forms must be submitted to the Housing and Community Development Department in Triplicate not later than 12:00 noon on the preceding Friday. Forms and instructions will be provided. If the City withholds payment, it shall advise the Agency in writing and specify the actions that must be taken, in case of suspension, as a condition precedent to the re-assumption of payments. The Agency will remit any unexpended balance of payments on the account of the Grant as well as such other portions of such payments previously received as determined by the City to be due the City. The action of the City in accepting any such amount shall not constitute a Waiver of any claim which the City may otherwise have arising out of this Agreement.

Non-Expendable Property

All non-expendable property acquired for the program will revert to the City upon the expiration of this contract unless otherwise provided for, and an up-dated signed copy of this inventory will be provided the H&CD Department as non-expendable property is acquired. No disposition of non-expendable property is permitted without the express written consent of the City of Athens. The Agency shall abide by the policies of the City of Athens in the sale of any non-expendable property which the City approves of selling.

Beneficiaries

The Agency agrees that a minimum of ninety percent (90%) of the citizens served as a result of this contract are City of Athens residents and that at least 75% of all persons served are low and other lower income citizens. The City shall provide the Agency with the appropriate income scale to assist in determining the income status of an individual. The Agency agrees to maintain supporting income documentation on file on each person served and shall make such information available to H&CD officials, HUD, and the General Accounting office upon request.

Public Notices

The Agency shall make available to the public appropriate notices informing the public that the services provided for under this contract are available to the public for the primary purposes of serving very low and other lower income citizens of Athens. The Agency shall also disseminate public notices for any employment opportunities which arise as a result of this agreement. Any literature published or public announcements made as relates to the activities funded by this contract shall have the following clause inserted, "Funding made available for this project by the Community Development Block Grant Program of the City of Athens, an Equal Opportunity Employer". The Agency shall maintain records of such notices and notify the Department of Housing and Community Development of any notices prior to the publication of such notices for review.

Reporting Procedures

The Agency shall be responsible for submitting monthly and quarterly programmatic reports as described below. Failure to submit said reports may delay any reimbursement requests submitted by the Agency.

A. Monthly Reports: The Agency shall submit a monthly report not later than the close of business the last Monday of each month. Information relative to the form and content of the report shall be provided by the City.

B. Quarterly Reports: The Agency shall submit quarterly reports according to the schedule attached hereto and designated as "Exhibit 4". The form and content of the quarterly reports shall be in the format of HUD's Annual Grantee Performance Report (GPR) which will be supplied by the City.

Monitoring

The City shall monitor the Agency regularly on a quarterly basis to verify eligible beneficiaries, income requirements, employment practices, and other related aspects of the contract. The Agency shall be notified at least seven (7) working days prior to a monitoring visit. The City may from time to time schedule monitoring visits to provide technical assistance and discuss other problems and needs. All program records must be maintained at a location as identified by the Agency and made known to the City prior to entering into contract. All records must be made available to the City and HUD for review.

Assignment of Contract

None of the work or services covered by this Contract shall be sub-contracted without the prior written approval of the City. Any work or services sub-contracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

Commencement of Services

The services of the Agency are to commence as soon as practicable after the execution of this Contract and shall be undertaken and completed in such sequence as to assure the expeditious completion in light of the purposes of this Contract, but in any event all of the services hereunder shall be completed on or before June 30, 19 84.

Contract Amendments

The City may, from time to time, request changes in the Scope of Services of the Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Agency's compensation, which are mutually agreed upon by and between the City and the Agency, shall be incorporated in written amendments to this Contract.

Indemnification

The Agency shall indemnify and hold harmless the City of Athens for any claims whatsoever arising out of any accidents, personal injury, or damage to property received as a result of the agency's implementation of any of the programs or activities of this contract.

Termination of Contract

If through any cause, the Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Agency shall violate any of the covenants, agreements, or stipulations of this Contract, or if the Grant from HUD under which this Contract is made is terminated by HUD, the City shall thereupon have the right to terminate this contract by giving notice to the agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency under this Contract shall, at the option of the City, become its property and the Agency shall be entitled to compensation for any reimbursable expenses necessarily incurred in satisfactory performance of this Contract.

Certifications

The Agency hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Federal funds for this federally-assisted program. Also the Agency gives assurances and certifies with respect to the grant that:

A. It has assigned and designated an official representative of the Agency to execute the Contract, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Agency to act in connection with the Contract and to provide such additional information as may be required.

B. It has developed its Scope of Services so as to give maximum feasible priority to activities which benefit low-and moderate-income families or aid in the prevention or elimination of slums or blight;

C. It has authorized and consents on behalf of the Agency and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official;

D. The contract will be conducted and administered in compliance with:

1. Title VI of the Civil Rights Act of 1964 (Pub.L. 880352) and implementing regulations issued at 24 CFR Part 1;
2. Title VIII of the Civil Rights Act of 1968 (Pub.L. 90-284), as amended; and that the Agency will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing;
3. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto;
4. Section 3 of the Housing and Urban Development Act of 1968, as amended; and further described in the Section 3 Affirmative Action Plan attached hereto and designated as "Exhibit 5";
5. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60;
6. The Age Discrimination Act of 1975 (Pub.L. 94-135), as amended; and implementing regulations when published for effect;
7. The regulations, policies, guidelines, and requirements of OMB Circular Nos. A-102, Revised, A-87, A-110 and A-122 as they relate to the acceptance and use of Federal funds under this federally-assisted program;

E. It will give the City of Athens, HUD and the Comptroller General or any authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant;

F. It will comply with the Section 3 clause of the Housing and Urban Development Act of 1978, more specifically identified as follows:

1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
2. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

3. The Agency will send to each labor organization or representative of workers with which he has a collective bargain-agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
4. The Agency will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Agency will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure

to fulfill these requirements shall subject the applicant or recipient, its contractors and sub-contractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

F. The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this Contract upon an Agreement of Understanding for a commission, percentage, brokerage or contingent fee. For breach of violation of this warranty, the City shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of commission, percentage, brokerage or contingent fee.

H. That no member, officer or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant.

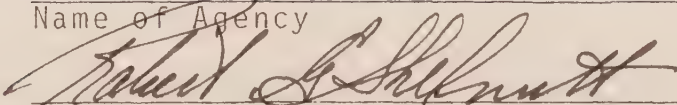
Supplemental Certification and Agreement

The Agency agrees to give priority consideration, in cases of employment and/or training opportunities, to lower and other lower income residents of the City of Athens referred by the Georgia State Department of Labor. The Agency further agrees as follows:

1. That the funds provided for under this contract will be obligated and disbursed as rapidly as possible so as to quickly assist the unemployed and the needy;
2. That the funds will be utilized in areas where unemployment is highest and has been high for the longest period of time and for authorized purposes which have the greatest immediate employment impact;
3. That the funds will be utilized to maximize immediate creation of new employment opportunities to individuals who were unemployed at least 15 of the 26 weeks prior to March 24, 1983; and
4. That special consideration will be given to the employment of minorities and women in an effort to provide jobs in proportion to their presence among the total group of unemployed persons in Athens.
5. The Agency shall be responsible for documentation and verification of the above.

BY: Athens Area Vocational-Technical School

Name of Agency



Signature of Authorized Agent

9-22-83

Date

The Agency shall comply with all applicable laws, ordinances and codes of the State and local governments.

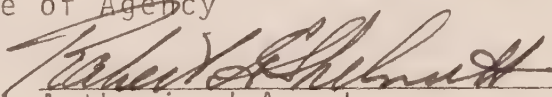
IN WITNESS WHEREOF, the City and Agency have executed this Agreement as of the date first above written.

AGENCY:

Athens Area Vo-Tech School

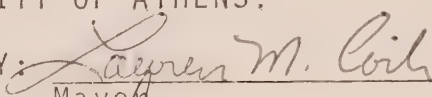
Name of Agency

BY:


Authorized Agent

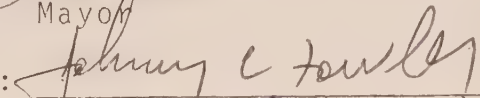
CITY OF ATHENS:

BY:



Mayor

(SEAL)


BY:


Johnny Fowler (ATTEST)

BY:


City Attorney (AS TO FORM)

BY:


Community Development Department

B U D G E T F O R M

FISCAL YEAR 1983-84

PROGRAM FUNDS Jobs Bill

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CITY OF ATHENS

SUBMIT IN TRIPLICATE!

Operating Period: (From) September 1, 19 (To) June 30, 19 84

Title of Activity: Vocational Education Program

Operating Agency: Athens Area Vocational-Technical School

Address: U. S. Highway 29 North, Athens, Georgia 30610

Contact Person: Carroll Humphries

Cost Category	Total Budget	CD Share	Non-CD Share	Source of Non-CD Share
1) Personnel	\$ 9,500.00	\$ 9,500.00	- 0 -	-
2) Consultants and Contract Services	150.00	150.00	- 0 -	-
3) Materials/Supplies				
4) Travel				
5) Rental, Lease or Purchase Equipment				
6) Rent				
7) Utilities				
8) Other (Specify) Work Study Stipends	\$40,000.00	\$40,000.00	- 0 -	-
9) Total	\$50,000.00	\$50,000.00	- 0 -	-

Submitted By: 
Signature of Agency Official

Date: 9-22-83

Approved By: 
Signature of Community Development Official

Date: 9-27-83



SCHOOL: ATHENS TECH

SUMMER QUARTER

July 5	Beginning date for students	52 class days
September 22	Ending date for students	5 in-service
July 1, 4	Holidays for staff and students	1 workday
September 5	Holiday for staff and students	
September 23	Teacher workdays (no classes)	
August 8, 9, 10, 11, 12	Teacher In-service days	

FALL QUARTER

September 26	Beginning date for students	52 class days
December 8	Ending date for students	5 in-service
November 24, 25	Holidays for staff and students	1 workday
December 19 - Jan. 2	Holidays for staff and students	
December 9	Teacher workdays (no classes)	
December 12, 13, 14, 15, 16	Teacher In-service days	

WINTER QUARTER

January 11	Beginning date for students	52 class days
March 22	Ending date for students	5 in-service
January 10 & March 23	Teacher workdays	2 workdays
January 3, 4, 5, 6, & 9	Teacher In-service days	

SPRING QUARTER

March 26	Beginning date for students	52 class days
June 13	Ending date for students	3 workdays
April 23 - 27	Holidays for staff and students	
June 14, 15	Teacher workdays (no classes)	
April 20	Teacher workdays/Snow Day	
June 18 - 29	Vacation	

Instructional Days	208
In-Service Days	15
Workdays	7
Vacation	10


12 x 20 = TOTAL 240



Recommended by:

5-2-83

Date



Board Approval

5-12-83

Date

13690

Clarke County School District
P.O. Box 1708
Athens, Ga. 30603

HUTCHINS, COX, STROUD & PIERSON, INC.

COMPLETE INSURANCE SERVICE

P. O. BOX 1347

ATHENS, GEORGIA 30603

TELEPHONE 546-8100

PROPERTY INSURED	TYPE OF INSURANCE
	Blanket Position Bond

EFFECTIVE DATE	POLICY NO.	COMPANY	EXPIRATION	AMOUNT	PREMIUM	CREDITS	BALANCE
----------------	------------	---------	------------	--------	---------	---------	---------

8/1/83	PEB-BX0922	Hartford	8/1/84	\$10,000	\$609.		
--------	------------	----------	--------	----------	--------	--	--

IT IS A PLEASURE TO HAND YOU POLICY LISTED ABOVE. WE ARE DEEPLY APPRECIATIVE OF THIS BUSINESS.
OUR SERVICE DOES NOT CEASE WITH THE DELIVERY OF POLICIES. PLEASE USE OUR FACILITIES FREELY.

Aetna Insurance Company

HARTFORD, CONNECTICUT



(A Stock Company, herein called Surety)

DECLARATIONS

Item 1. Name of Obligor: CLARKE COUNTY SCHOOL DISTRICT
P.O. BOX #1708, ATHENS, GEORGIA

Item 2. Name of Insured: CLARKE COUNTY SCHOOL DISTRICT
P.O. BOX #1708, ATHENS, GEORGIA

Item 3. Bond Period: from the beginning of AUGUST 1, 1976
(MONTH, DAY, YEAR)
to 12 o'clock night on the effective date of the cancelation or termination of this Bond as an entirety.

Item 4.	Table of Limits of Liability:	
Insuring Agreement 1	Honesty Blanket Bond Coverage	\$ 10,000.00
Insuring Agreement 2	Honesty Blanket Position Bond Coverage	\$ Not Covered
Insuring Agreement 3	Faithful Performance Blanket Bond Coverage	\$ Not Covered
Insuring Agreement 4	Faithful Performance Blanket Position Bond Coverage	\$ Not Covered

Item 5. The liability of the Surety is subject to the terms of the following riders attached hereto:
Rider 1 (SR 5661); Rider 3 (SR 5663); and Rider 7 (SR 5667).

Item 6. The Obligor and the Insured by the acceptance of this Bond give notice to Surety terminating or canceling prior bond(s) No.(s) F 12-25-42
such termination or cancelation to be effective as of the time this Bond becomes effective.

SIGNED and DATED AUGUST 1, 1976

Countersigned by

AETNA INSURANCE COMPANY

[Signature]
ATCHINS, COX, STROUD & PIERSON, INC. Agent

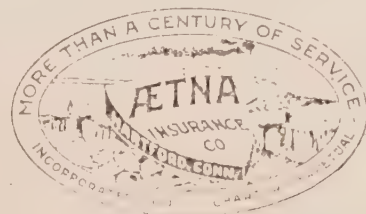
By *[Signature]*
Irma I Rhodes Attorney-in-fact

PUBLIC SCHOOL SYSTEM EMPLOYEES BLANKET BOND

AETNA INSURANCE COMPANY
HARTFORD, CONN.

Bond No. F 12-25-42A

Obligor: CLARKE COUNTY SCHOOL DISTRICT
Athens, Georgia
Insured: CLARKE COUNTY SCHOOL DISTRICT
Athens, Georgia



The Surety, in consideration of the payment of the premium, and subject to the Declarations made a part hereof, the General Agreement, Conditions and Limitations and other terms of this Bond, agrees, in accordance with such of the Insuring Agreements hereof as are specifically designated by the insertion of an amount of indemnity in the Table of Limits of Liability, to indemnify the Obligees for the use and benefit of the Insured for:

INSURING AGREEMENTS

Honesty Blanket Bond Coverage

1. Loss sustained by the Insured through any fraudulent or dishonest act or acts committed by any of the Employees, acting alone or in collusion with others, during the Bond Period, to an amount not exceeding in the aggregate the amount stated in the Table of Limits of Liability applicable to this Insuring Agreement 1.

Honesty Blanket Position Bond Coverage

2. Loss sustained by the Insured through any fraudulent or dishonest act or acts committed by any of the Employees, acting alone or in collusion with others, during the Bond Period, the amount of indemnity on each of such Employees being the amount stated in the Table of Limits of Liability applicable to this Insuring Agreement 2.

Faithful Performance Blanket Bond Coverage

3. Loss caused to the Insured through the failure of any of the Employees, acting alone or in collusion with others, to perform faithfully his duties or to account properly for all monies and property received by virtue of his position or employment during the Bond Period to an amount not exceeding in the aggregate the amount stated in the Table of Limits of Liability applicable to this Insuring Agreement 3.

Faithful Performance Blanket Position Bond Coverage

4. Loss caused to the Insured through the failure of any of the Employees, acting alone or in collusion with others, to perform faithfully his duties or to account properly for all monies and property received by virtue of his position or employment during the Bond Period, the amount of indemnity on each of such Employees being the amount stated in the Table of Limits of Liability applicable to this Insuring Agreement 4.

GENERAL AGREEMENT

Loss Under Prior Bond

If the coverage of an Insuring Agreement of this Bond is substituted for any prior bond carried by the Insured or by any predecessor in interest of the Insured which prior bond is terminated, canceled or allowed to expire as of the time of such substitution, the Surety agrees that such Insuring Agreement applies to loss sustained by, or caused to, the Insured, as the case may be, prior to or during the Bond Period, provided that such loss is discovered after the beginning of the Bond Period and prior to the expiration of three years from the cancellation of this Bond as an entirety and that such loss would have been recoverable by the Insured or such predecessor under such prior bond except for the fact that the time within which to bring suit, action or proceeding of any kind thereunder had expired, and provided further:

- (1) the indemnity afforded by this General Agreement shall be a part of and not in addition to the amount of coverage afforded by the applicable Insuring Agreement of this Bond; and
- (2) such loss would have been covered under such Insuring Agreement had such Insuring Agreement with its agreements, conditions and limitations as of the time of such substitution been in force when the acts or defaults causing such loss were committed; and
- (3) recovery under such Insuring Agreement on account of such loss shall in no event exceed the amount which would have been recoverable under such Insuring Agreement in the amount for which it is written as of the time of such substitution, had such Insuring Agreement been in force when such acts or defaults were committed, or the amount which would have been recoverable under such prior bond had such prior bond continued in force until the discovery of such loss if the latter amount be smaller.

THE FOREGOING INSURING AGREEMENTS AND GENERAL AGREEMENT ARE SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

DEFINITIONS

Section 1. The following terms, as used in this Bond, shall have the respective meanings stated in this Section:

"Employee" as used in Insuring Agreements 1 and 2 means a person while in the employ of the Insured during the Bond Period who is not required by law to give bond conditioned for the faithful performance of his duties and who is a member of the staff or personnel of the Insured but does not mean the Treasurer or Tax Collector, by whatever title known, of the Insured.

"Employee" as used in Insuring Agreements 3 and 4 means a person while in the employ of the Insured during the Bond Period who is not required by law to furnish an Individual Bond, to qualify for office and who is a member of the staff or personnel of the Insured but does not mean the Treasurer or Tax Collector, by whatever title known, of the Insured.

STUDENT ACTIVITIES

"Employee" as above defined shall also be deemed to include any student enrolled in a school under the jurisdiction of the Insured while handling or having possession of property or funds in connection with student activities or while handling or having possession of U. S. Savings Bonds or Stamps or funds in connection with the purchase or sale of such Bonds or Stamps.

Any loss of such property, funds, Bonds or Stamps through any act or default covered by this Bond and committed by any Employee shall be deemed to be a loss sustained by the Insured under this Bond, whether or not the Insured is legally liable therefor.

UNIDENTIFIABLE EMPLOYEE

Section 2. In case a loss is alleged to have been caused to the Insured through acts or defaults by an Employee covered under an applicable Insuring Agreement of this Bond, while such Insuring Agreement is in full force and effect and the Insured shall be unable to designate the specific Employee causing such loss, the Insured shall nevertheless have the benefit of such Insuring Agreement provided that the evidence submitted reasonably establishes that the loss was in fact caused by such Employee through such acts or defaults and provided, further, that regardless of the number of such Employees concerned or implicated in such loss, the aggregate liability of the Surety for any such loss shall not exceed the amount stated in Item 4 of the Declarations applicable to such Insuring Agreement.

EXCLUSION

Section 3. This Bond does not cover any loss sustained by, or caused to, the Insured under circumstances whereby and to

the amount which the Obligees or the Insured voluntarily undertake or is obligated by law to exonerate or indemnify any of the Employees against liability incurred by them in the performance of their duties.

LIMITS OF LIABILITY

Section 4. Indemnification by the Surety for any loss under Insuring Agreement 1 or 3 shall not reduce the Surety's liability for other losses under the applicable Insuring Agreement, whenever sustained; provided, however, that the Surety's total liability under each such Insuring Agreement for any loss caused by any Employee or in which such Employee is concerned or implicated is limited to the applicable amount of indemnity specified in the Table of Limits of Liability.

Indemnification by the Surety for any loss under Insuring Agreement 2 or 4 shall not reduce the Surety's liability for other losses under the applicable Insuring Agreement, whenever sustained; provided, however, the Surety's total liability under each such Insuring Agreement as to each Employee is limited to the applicable amount of indemnity specified in the Table of Limits of Liability.

Regardless of the number of years this Bond shall continue in force and the number of premiums which shall be payable or paid, the limit of the Surety's liability as specified in the Table of Limits of Liability shall not be cumulative from year to year or period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND ANY PRIOR BOND

Section 5. With respect to loss under Insuring Agreement 1 or 3 caused by any Employee or in which such Employee is concerned or implicated or which is chargeable to such Employee as provided in Section 2 of this Bond and with respect to loss under Insuring Agreement 2 or 4 caused by any Employee or which is chargeable to such Employee as provided in Section 2 of this Bond and with respect to loss under any Insuring Agreement which occurs partly during the Bond Period and partly during the period of other bonds issued by the Surety to the Insured or to any predecessor in interest of the Insured and terminated or canceled or allowed to expire and in which the period specified therein for bringing suit, action or proceeding of any kind, or if no such period is specified therein, then within the period prescribed by the applicable statute of limitations, has not expired at the time such loss thereunder is discovered, the total liability of the Surety under this Bond and under such other bonds shall not exceed, in the aggregate, the amount carried under the applicable Insuring Agreement of this Bond on such loss or the amount available to the Insured under such other bonds, as limited by the terms and conditions thereof, for any such loss if the latter amount be larger.

RIDER 7

To be attached to and form part of Bond No. F-12-25-42A

Obligee CLARKE COUNTY SCHOOL DISTRICT, Athens, Georgia

Insured CLARKE COUNTY SCHOOL DISTRICT, Athens, Georgia

It is agreed that:

1 Any loss of payroll deduction funds through acts or defaults covered by such of the Insuring Agreements of the attached bond as are in full force and effect and committed by Employees, while handling or having possession of such funds, shall be deemed to be a loss sustained by the Insured under such applicable Insuring Agreement whether or not the Insured is legally liable therefor.

2 This rider is effective as of August 1, 1976
Signed Sealed and dated August 1, 1976

Countersigned by

AETNA INSURANCE COMPANY

BY

Agent

Irma L. Rhodes

Attorney-in-Fact.

PAYROLL DEDUCTION FUND RIDER

FOR USE WITH PUBLIC EMPLOYEES BLANKET BOND AND PUBLIC
SCHOOL SYSTEM EMPLOYEES BLANKET BOND TO INCLUDE COVERAGE
ON PAYROLL DEDUCTION FUNDS
REVISED TO MAY, 1958

SR 5667 Printed in U.S.A.

RIDER 3

To be attached to and form part of Bond No. F 12-25-42A

Obligee CLARKE COUNTY SCHOOL DISTRICT, Athens, Georgia

Insured CLARKE COUNTY SCHOOL DISTRICT, Athens, Georgia

It is agreed that:

1. The word Employee as used in the Insuring Agreement specified opposite a designation listed hereunder does not mean any person to whom such designation applies:

DESIGNATION	INSURING AGREEMENT
Superintendent	I
Director - School Food Service	I
School Principal	I

2. This rider is effective as of August 1, 1976

Signed Sealed and dated August 1, 1976

Countersigned by

AETNA INSURANCE COMPANY

BY Irma I Rhodes

Agent

Attorney-in-fact.

AX207188

EXCLUSION RIDER

FOR USE WITH PUBLIC EMPLOYEES BLANKET BOND AND PUBLIC
SCHOOL SYSTEM EMPLOYEES BLANKET BOND, TO EXCLUDE AN EM-
PLOYEE OR A CLASS OF EMPLOYEES.
REVISED TO MAY, 1958

38 1663 Printed in U.S.A.

RIDER 1

To be attached to and form part of Bond No. F 12-25-42A

Obligee CLARKE COUNTY SCHOOL DISTRICT, Athens, Georgia

Insured CLARKE COUNTY SCHOOL DISTRICT, Athens, Georgia

It is agreed that:

1. Additional indemnity, in accordance with the terms of such of the Insuring Agreements in force under the attached bond as are specifically designated opposite the following positions, respectively, is granted by this rider on Employees performing the duties of such positions, to the amount set opposite the names of such positions, respectively.

2. The liability of the Surety under this rider on account of any one Employee in any one or more of such positions (in the original or an increased or decreased amount) shall not exceed the largest single amount of indemnity on any one position occupied by such Employee.

3. No losses shall be recoverable under this rider unless caused by an Employee who has been identified as having caused such loss, anything to the contrary in said bond or this rider notwithstanding.

Position	Location	Insuring Agreement	Total Number of Employees in each Position	Amount of Additional Indemnity on each Employee
Director of Vocational Education	Athens, Georgia	I	1	\$ 40,000.00
Business Manager	Athens, Georgia	I	1	10,000.00

4. This rider is effective as of August 1, 1976

Signed Sealed and dated August 1, 1976

Countersigned by

AETNA INSURANCE COMPANY

BY John A. Fisher

Irina I. Rhodes

Attorney-in-fact.

Agent

ADDITIONAL INDEMNITY RIDER

FOR USE WITH PUBLIC EMPLOYEES BLANKET BOND AND PUBLIC SCHOOL SYSTEM EMPLOYEES BLANKET BOND, TO PROVIDE ADDITIONAL INDEMNITY COVERAGE.
REVISED TO MAY, 1958.

CANCELATION

Section 6. This Bond shall be deemed canceled as to any Employee:

- (a) Immediately upon discovery by the Obligor or the Insured of any act on the part of such Employee which would constitute a liability of the Surety under the applicable Insuring Agreement covering such Employee;
- (b) Upon the death, resignation or removal of such Employee; or
- (c) At 12 o'clock night upon the effective date specified in a written notice mailed to the Obligor and the Insured. Such date shall be not less than thirty-days after the date of mailing. The mailing by the Surety of notice as aforesaid to the Obligor and the Insured shall be sufficient proof of notice. Delivery of such written notice by the Surety shall be equivalent to mailing.

This Bond may be canceled by the Obligor or the Insured by mailing to the Surety written notice stating when thereafter the cancellation shall be effective. This Bond may be canceled by the Surety by mailing to the Obligor and the Insured written notice stating when, not less than thirty days thereafter, such cancellation shall be effective. The mailing of notice as aforesaid shall be sufficient proof of notice. Delivery of such written

notice either by the Obligor or the Insured or by the Surety shall be equivalent to mailing. If the Obligor or the Insured cancels, earned premium shall be computed in accordance with the customary short rate table and procedure. If the Surety cancels, earned premium shall be computed pro rata. Premium adjustments may be made at the time cancellation is effective or as soon as practicable after cancellation becomes effective, but payment or tender of unearned premium is not a condition of cancellation.

If any of the cancellation provisions set forth in either or both of the foregoing paragraphs of this Section are prohibited or made void by any law controlling the construction of this Bond, such provisions to the extent they are so prohibited or made void shall be deemed to be nullified and of no effect.

LEGAL PROCEEDINGS

Section 7. No suit, action or proceeding of any kind to recover on account of loss under this Bond shall be brought after the expiration of three years from the cancellation of this Bond as an entirety provided, however, that if such limitation for bringing suit, action or proceeding is prohibited or made void by any law controlling the construction of this Bond, such limitation shall be deemed to be amended so as to be equal to the minimum period of the limitation permitted by such law.

In witness whereof, the Surety has caused this Bond to be executed on the Declarations page.

Substitution of Company
Endorsement or Rider



THE HARTFORD

Hartford Insurance Company of the Southeast
(Substituted Company)

For

Hartford Accident and Indemnity Company
(Relieved Company)

This endorsement or rider forms a part of Fidelity or Burglary Policy or Bond

Number

PEB-BX0922

Named Insured and Address

Clarke County School District

Athens, Georgia

issued by HARTFORD ACCIDENT AND INDEMNITY COMPANY, and takes effect as of
AUGUST 1, 1981 12:01 A.M., standard time at the address of the **named insured** as stated herein.

It is agreed that:

1. Hartford Accident and Indemnity Company shall be relieved of its obligations under the captioned fidelity or burglary policy or bond in consideration of the assumption of all such obligations by the Substituted Company named above.
2. The policy or bond is amended to delete all reference to the Relieved Company and to substitute therefor reference to the Substituted Company.
3. Any premiums becoming due after the effective date of this endorsement shall be payable to the Substituted Company.

Nothing herein contained shall be held to vary, waive, alter, or extend any of the terms, conditions, agreements or declarations of the policy or bond, other than as herein stated.

This endorsement or rider shall not be binding unless countersigned by a duly authorized agent of the company.

HARTFORD ACCIDENT AND INDEMNITY COMPANY
HARTFORD INSURANCE COMPANY OF THE SOUTHEAST


Michael S. Wilder, Secretary


DeRoy C. Thomas, President

Countersigned by _____
Authorized Agent

Rider



THE HARTFORD

To be attached to and form part of Bond No. N-4422233

in favor of

CLARKE COUNTY SCHOOL DISTRICT

It is agreed that:

The Bond Number appearing on the Declarations Page, on all Riders and Interpretive Letters attached to and forming a part of the Bond, is amended to read:

PEB-BX0922

This rider shall become effective as of 12:01 A.M. on

AUGUST 1, 1981

standard time.

R. O. Crowder

R. O. Crowder

Attorney-in-Fact

Quarterly Report Schedule

Due Dates

1. October 6, 1983
2. January 10, 1984
3. April 10, 1984
4. July 10, 1984

NOTE: All reports are due before the close of business on the above dates

SECTION 3 PLAN

Athens Area Vocational-Technical School shall implement the following Section 3 Plan, governed by and pursuant to Section 3 of the Housing and Urban Development Act of 1968.

I. Equal Employment Opportunity

Athens Area Vocational-Technical School shall:

1. Not discriminate because of race, color, religion, sex, or national origin.

II. Section 3 Policy

1. To the greatest extent feasible provide opportunities for training and employment to lower income residents of the City of Athens.
2. Make a good faith effort to provide contractual opportunity, as well as award contract for work of services in connection with the program to businesses which are located or owned in substantial part by residents of the City of Athens.

III. Administration of Plan

1. Appoint the Director of the Athens Area Vocational-Technical School to serve in the capacity of Equal Opportunity/Section 3 Plan Coordinator.
2. Place a copy of Section 3 Plan on the bulletin board at all project sites as well as all required public notices.
3. Maintain records such as employment, employee beneficiary, advertising, salaries and precurement etc., which will varify program compliance with this Section 3 Plan.

IV. Beneficiary

1. Provide services to 30 residents of the City of Athens of which 75% shall be very low income residents (50% of median) and 25% low income (residents 80% of median).

V. Recruitment of applicants for services from the Section 3 area

1. Recruit 30 students from the City of Athens 75% lower income residents and 25% others by advertising all services available through the use of local news papers, radio stations and public service agencies located in the City of Athens, as well as in-house announcements to students currently attending or enrolled.

VI. Recruitment of lower income residents of the Section 3 area for employment purposes

1. Recruit 1 part-time clerk by advertising all available positions with local newspapers, posting all available positions at program sites and City of Athens public services program providing services to lower income residents of the City of Athens.

VII. Grievance Procedure

1. Adhere to and follow the grievance procedures referred to in the revised Citizen Participation Plan dated August 5, 1980 of the City of Athens and the Housing and Urban Development Act of 1968 Sub Part 135.80.

Athens Technical School

Name of Agency

BY:

Robert L. Sheline

Authorized Agent

UTILIZATION GOALS OF LOWER INCOME RESIDENTS SECTION 3

Present Work Force 0

I. Employment of lower income residents of the City of Athens/Section 3

Athens Tech shall employee the following:

1 Clerk Typist

Utilization Goal of City of Athens Section 3 businesses

N/A

CONTRACT AMENDMENT

This is an amendment to an agreement by and between the
Mayor and Council of the City of Athens and Athens Area
Tech/Training and Employment
dated September 27, 19 83.

The Agreement shall be amended as follows:

Page 7, Commencement of Services shall be amended to
read "completed on or before December 30, 1984.

Agency:

City of Athens:

Name of Agency

BY: Sm Coils (SEAL)
Mayor

BY: Robert L. Chelms
Authorized Agent

BY: A C Leavelle (SEAL)
City Clerk (ATTEST)

Date: 6-5-84

BY: William C. Bayne (SEAL)
City Attorney (AS TO FORM)

BY: Steven Martin
Community Development Department

5000 8.11
9.12

CITY OF ATHENS

STATE OF GEORGIA

AGREEMENT BETWEEN THE MAYOR AND COUNCIL
OF THE CITY OF ATHENS, GEORGIA AND

Athens Area Vocational-Technical School

September 19 83

S C O P E
O F S E R V I C E S

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Exhibits

1. Budget
2. Operating Schedule
3. Fidelity Bond
4. Quarterly Report Schedule
5. Section 3 Plan

G E O R G I A
CITY OF ATHENS

THIS AGREEMENT, entered into this the 27th day of
September, 1983, by and between the CITY OF ATHENS,
A MUNICIPAL CORPORATION, hereinafter referred to as the City,
and Athens Area Vocational-Technical School
hereinafter referred to as the "Agency".

W I T N E S S E T H:

WHEREAS, the City in September, 1983 received a Grant
under the Community Development Block Grant Jobs Bill Program
from the United States Department of Housing and Urban Development,
hereinafter referred to as HUD, said Grant designated as Community
Development Block Grant No. B-83-MJ-13-0007; and

WHEREAS, pursuant to said Grant the City is undertaking
certain activities; and

WHEREAS, pursuant to said Grant the City agrees to engage
the Agency to render certain assistance in such undertakings.

NOW THEREFORE, for valuable consideration and mutual promises
exchanged between the parties hereto it is agreed as follows:

BUDGET

Payment: Payment under this Contract is limited to the below designated project, and total cost, and accordance with the Budget attached hereto and by reference made a part hereof and designated as Exhibit 1.

BUDGET

<u>PROJECT</u>	<u>COMMUNITY DEVELOPMENT</u>	<u>NON-COMMUNITY DEVELOPMENT</u>
<u>002-723</u>	<u>\$50,000.00</u>	<u>- 0 -</u>

It is expressly understood and agreed that in no event shall the total compensation by the City for a specific project exceed the maximum sum allocated.

Payment shall be on a reimbursable basis upon the City's receipt of a report of Combined Cost Control and Statement of Accountability from the Agency. (Forms to be provided).

Budget Revisions: Funds may be shifted between line items of a single project without prior approval as it (the line item or the total) does not exceed ten (10%) per cent of the individual line item or total. However, a Budget Revision Form must still be submitted to the H&CD Department within five (5) working days of such shift. If and when a budget is revised more than once and the cumulative total exceeds 10%, then prior approval is required. Any shifting of funds that exceeds 10% of any line item or total at any time must be approved in advance of obligations utilizing the appropriate Budget Revision Form.

A statement of the justification of budget revisions exceeding 10% must be attached to the Budget Revision Form. The 10% rule applies whether funds are being removed or added to another line item.

Accounting Procedures

Deposits: The Agency shall designate a commercial bank as the depository for the receipt of funds. The City shall, after assuring itself of the propriety and accuracy of the account, deposit all funds which are made available to the Agency directly into the designated bank account. No advance of funds shall be available to the Agency. The Agency will furnish the City with a statement submitted by the appropriate financial officer stating that he accepts the responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with adequate internal control. Advice in setting up adequate records of accounts will be provided by the City.

Allowable Travel: The Agency's expenses charged for travel shall not exceed those allowable under the policies of the City of Athens. Copies of travel policies are available from the City Accounting Department.

Operating Hours and Holidays

Unless otherwise specified and approved in advance by the City, the Agency agrees to maintain regular operating hours in accordance with those of the City's; and to observe only those holidays observed by the City. The City reserves the right to deduct any expenses submitted for reimbursement pertaining to operational cost which are requested for holidays not approved by the City.

The Agency's operating hours and observance of holidays shall be in accordance with the operations schedule attached hereto and by reference made a part hereof and designated as "Exhibit" 2.

Records

The Agency shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the City and will be retained for three (3) years after the expiration of this Contract. All such records and accounts will be made available for examination by any official representative of the City, HUD or the General Accounting Office.

Fidelity Bonding

Prior to the disbursement of funds to the Agency, the City shall receive a statement from the Agency's Chief Fiscal Officer or Insurer assuring that all persons handling funds received or disbursed under this Contract are covered by Fidelity Insurance in an amount consistent with sound fiscal practice and with the coverage deemed necessary by the City for its own employees. However, in no event shall the amount be less than the Grant supplied by the City. The Fidelity Bond shall be attached hereto and by reference made a part hereof and designated as "Exhibit" 3.

Reimbursement Procedure

Subject to availability of funds from HUD, the City shall make payment under this Contract in accordance with the following method, such payment to be made upon presentation of a requisition for payment and shall indicate the disposition of the amount requested by reference to the categories of expenses as detailed in the respective budget.

The Agency will furnish the City a request for reimbursement indicating the expenditure of City funds for each request period. Reimbursement checks shall be issued on Friday only. In order to receive a check on any Friday, reimbursement forms must be submitted to the Housing and Community Development Department in Triplicate not later than 12:00 noon on the preceding Friday. Forms and instructions will be provided. If the City withholds payment, it shall advise the Agency in writing and specify the actions that must be taken, in case of suspension, as a condition precedent to the re-assumption of payments. The Agency will remit any unexpended balance of payments on the account of the Grant as well as such other portions of such payments previously received as determined by the City to be due the City. The action of the City in accepting any such amount shall not constitute a Waiver of any claim which the City may otherwise have arising out of this Agreement.

Non-Expendable Property

All non-expendable property acquired for the program will revert to the City upon the expiration of this contract unless otherwise provided for, and an up-dated signed copy of this inventory will be provided the H&CD Department as non-expendable property is acquired. No disposition of non-expendable property is permitted without the express written consent of the City of Athens. The Agency shall abide by the policies of the City of Athens in the sale of any non-expendable property which the City approves of selling.

Beneficiaries

The Agency agrees that a minimum of ninety percent (90%) of the citizens served as a result of this contract are City of Athens residents and that at least 75% of all persons served are low and other lower income citizens. The City shall provide the Agency with the appropriate income scale to assist in determining the income status of an individual. The Agency agrees to maintain supporting income documentation on file on each person served and shall make such information available to H&CD officials, HUD, and the General Accounting office upon request.

Public Notices

The Agency shall make available to the public appropriate notices informing the public that the services provided for under this contract are available to the public for the primary purposes of serving very low and other lower income citizens of Athens. The Agency shall also disseminate public notices for any employment opportunities which arise as a result of this agreement. Any literature published or public announcements made as relates to the activities funded by this contract shall have the following clause inserted, "Funding made available for this project by the Community Development Block Grant Program of the City of Athens, an Equal Opportunity Employer". The Agency shall maintain records of such notices and notify the Department of Housing and Community Development of any notices prior to the publication of such notices for review.

Reporting Procedures

The Agency shall be responsible for submitting monthly and quarterly programmatic reports as described below. Failure to submit said reports may delay any reimbursement requests submitted by the Agency.

A. Monthly Reports: The Agency shall submit a monthly report not later than the close of business the last Monday of each month. Information relative to the form and content of the report shall be provided by the City.

B. Quarterly Reports: The Agency shall submit quarterly reports according to the schedule attached hereto and designated as "Exhibit 4". The form and content of the quarterly reports shall be in the format of HUD's Annual Grantee Performance Report (GPR) which will be supplied by the City.

Monitoring

The City shall monitor the Agency regularly on a quarterly basis to verify eligible beneficiaries, income requirements, employment practices, and other related aspects of the contract. The Agency shall be notified at least seven (7) working days prior to a monitoring visit. The City may from time to time schedule monitoring visits to provide technical assistance and discuss other problems and needs. All program records must be maintained at a location as identified by the Agency and made known to the City prior to entering into contract. All records must be made available to the City and HUD for review.

Assignment of Contract

None of the work or services covered by this Contract shall be sub-contracted without the prior written approval of the City. Any work or services sub-contracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

Commencement of Services

The services of the Agency are to commence as soon as practicable after the execution of this Contract and shall be undertaken and completed in such sequence as to assure the expeditious completion in light of the purposes of this Contract, but in any event all of the services hereunder shall be completed on or before June 30, 19 84.

Contract Amendments

The City may, from time to time, request changes in the Scope of Services of the Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Agency's compensation, which are mutually agreed upon by and between the City and the Agency, shall be incorporated in written amendments to this Contract.

Indemnification

The Agency shall indemnify and hold harmless the City of Athens for any claims whatsoever arising out of any accidents, personal injury, or damage to property received as a result of the agency's implementation of any of the programs or activities of this contract.

Termination of Contract

If through any cause, the Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Agency shall violate any of the covenants, agreements, or stipulations of this Contract, or if the Grant from HUD under which this Contract is made is terminated by HUD, the City shall thereupon have the right to terminate this contract by giving notice to the agency of such termination and specifying the effective date thereof. In the event of termination, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by the Agency under this Contract shall, at the option of the City, become its property and the Agency shall be entitled to compensation for any reimbursable expenses necessarily incurred in satisfactory performance of this Contract.

Certifications

The Agency hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Federal funds for this federally-assisted program. Also the Agency gives assurances and certifies with respect to the grant that:

A. It has assigned and designated an official representative of the Agency to execute the Contract, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Agency to act in connection with the Contract and to provide such additional information as may be required.

B. It has developed its Scope of Services so as to give maximum feasible priority to activities which benefit low-and moderate-income families or aid in the prevention or elimination of slums or blight;

C. It has authorized and consents on behalf of the Agency and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official;

D. The contract will be conducted and administered in compliance with:

1. Title VI of the Civil Rights Act of 1964 (Pub.L. 880352) and implementing regulations issued at 24 CFR Part 1;
2. Title VIII of the Civil Rights Act of 1968 (Pub.L. 90-284), as amended; and that the Agency will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing;
3. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto;
4. Section 3 of the Housing and Urban Development Act of 1968, as amended; and further described in the Section 3 Affirmative Action Plan attached hereto and designated as "Exhibit 5";
5. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issues at 41 CFR Chapter 60;
6. The Age Discrimination Act of 1975 (Pub.L. 94-135), as amended; and implementing regulations when published for effect;
7. The regulations, policies, guidelines, and requirements of OMB Circular Nos. A-102, Revised, A-87, A-110 and A-122 as they relate to the acceptance and use of Federal funds under this federally-assisted program;

E. It will give the City of Athens, HUD and the Comptroller General or any authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant;

F. It will comply with the Section 3 clause of the Housing and Urban Development Act of 1978, more specifically identified as follows:

1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
2. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

3. The Agency will send to each labor organization or representative of workers with which he has a collective bargain-agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
4. The Agency will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The Agency will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure

to fulfill these requirements shall subject the applicant or recipient, its contractors and sub-contractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

F. The Agency warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this Contract upon an Agreement of Understanding for a commission, percentage, brokerage or contingent fee. For breach of violation of this warranty, the City shall have the right to annul this contract without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of commission, percentage, brokerage or contingent fee.

H. That no member, officer or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant.

Supplemental Certification and Agreement

The Agency agrees to give priority consideration, in cases of employment and/or training opportunities, to lower and other lower income residents of the City of Athens referred by the Georgia State Department of Labor. The Agency further agrees as follows:

1. That the funds provided for under this contract will be obligated and disbursed as rapidly as possible so as to quickly assist the unemployed and the needy;
2. That the funds will be utilized in areas where unemployment is highest and has been high for the longest period of time and for authorized purposes which have the greatest immediate employment impact;
3. That the funds will be utilized to maximize immediate creation of new employment opportunities to individuals who were unemployed at least 15 of the 26 weeks prior to March 24, 1983; and
4. That special consideration will be given to the employment of minorities and women in an effort to provide jobs in proportion to their presence among the total group of unemployed persons in Athens.
5. The Agency shall be responsible for documentation and verification of the above.

BY: Athens Area Vocational-Technical School

Name of Agency



Signature of Authorized Agent

9-22-83

Date

The Agency shall comply with all applicable laws, ordinances and codes of the State and local governments.

IN WITNESS WHEREOF, the City and Agency have executed this Agreement as of the date first above written.

AGENCY:

Athens Area Vo-Tech School
Name of Agency

BY: *Robert A. Schmitt*
Authorized Agent

CITY OF ATHENS:

BY: *Lauren M. Cort* (SEAL)
Mayor

BY: *Johnny C. Fowler*
Johnny Fowler (ATTEST)

BY: *L. D. Davis*
City Attorney (AS TO FORM)

BY: *Emmeline*
Community Development Department

*B U D G E T R E V I S I O N F O R M

FISCAL YEAR 1984-85 PROGRAM FUNDS JOB BILLS REVISION # 1

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CITY OF ATHENS

SUBMIT IN TRIPLICATE!

Revised Period: (From) JULY 1 , 19 84 (To) DECEMBER 31 , 19 84

Title of Activity: EDUCATION/EMPLOYMENT TRAINING PROGRAM

Operating Agency: ATHENS HOUSING AUTHORITY

Address: P.O. BOX 1469 - ATHENS, GA. 30603

Contact Person: BOB PLESS and JAMES FAIR

Cost Category	Original Budget	Balance to Date	Revised Budget	STAFF ONLY
1) Personnel	\$ 16,286.00	\$ 4,112.93	\$ 15,355.60	
2) Consultants and Contract Services	1,000.00	219.79	1,322.00	
3) Materials/Supplies	754.00	16.28	1,107.83	
4) Travel	800.00	644.76	400.00	
5) Rental, Lease or Purchase of Equipment	9,660.00	4,870.09	1,500.00	
6) Rent	.00	.00	.00	
7) Utilities	.00	.00	200.00	
8) Other (Specify)	21,500.00	17,863.58	7,842.00	
9) Total	50,000.00	27,727.43	27,727.43	

Submitted BY: Elbert A. Stephens
Signature of Agency Official

Date: 8/15/84

Approved BY: Heaven M Martin
Signature of Community Development Official

Date: 8/16/84

Authorized BY: Lauren M. Coyle
Mayor

Date: 27 Aug 84

*NOTE: Please refer to Section C, Paragraph 5 of your contract in regards to the proper use of this form. Authorization from the Mayor is required only if a budget revision exceeds 10% according to the contract provisions.

*B U D G E T R E V I S I O N F O R M

FISCAL YEAR 1985 PROGRAM FUNDS Jobs Bill REVISION # 2nd

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CITY OF ATHENS

SUBMIT IN TRIPLICATE!

Revised Period: (From) January 1, 19 85 (To) June 30, 19 85

Title of Activity: Education/Employment Training Program

Operating Agency: Athens Housing Authority Social Services Department

Address: 285 Rocksprings Court, P.O. Box 1469

Contact Person: James E. Fair & Bob Pless

Cost Category	Original Budget	Balance to Date	Revised Budget	STAFF ONLY
1) Personnel	\$27,528.67	\$4,501.18	\$7,387.20	
2) Consultants and Contract Services	2,102.21	561.08	853.70	
3) Materials/Supplies	1,845.55	507.29		
4) Travel	555.24	345.00		
5) Rental, Lease or Purchase of Equipment	6,289.91	823.10		
6) Rent				
7) Utilities	200.00	14.57	50.00	
8) Other Stipends (Specify)	11,478.42	1,538.68		
9) Total	\$50,000.00	\$8,290.90	\$8,290.90	

Submitted BY: Robert E. Pless
Signature of Agency Official

Date: 1/22/85

Approved BY: Lewen M. Martin
Signature of Community Development Official

Date: 1/24/85

Authorized BY: Lewen M. Coils
Mayor

Date: 30 Jan 85

*NOTE: Please refer to Section C, Paragraph 5 of your contract in regards to the proper use of this form. Authorization from the Mayor is required only if a budget revision exceeds 10% according to the contract provisions.

CONTRACT AMENDMENT

This is an amendment to an agreement by and between the Mayor and Council of the City of Athens and the Athens Housing Authority/Education Training and Employment dated 12-1-83 and amended 6-5-84.

The agreement shall be amended as follows:

Page 7, "(Commencement of Services)", shall be amended to read "Completed on or before June 30, 1985.

Agency

Athens Housing Authority
Name of Agency

By: Robert E. Plasse
Authorized Agent

Date: January 8, 1985

City of Athens

By: Lauren M. Coile
Mayor (Seal)

By: F C Lowrey
City Clerk (Seal)

By: Steven M. Martin
Community Development

Date: 1/10/85

CONTRACT AMENDMENT

This is an amendment by and between the Mayor and Council of the City of Athens and Athens Housing Authority dated December 1, 1983.

The agreement shall be amended to include the following:

A. Services Provided

4. Stipends for trainees to cover the cost of training (including tuition, registration, etc., to other agencies or institutions).

Special occupational training will be limited to a three (3) month period and not to exceed the limited amount allocated per trainee.

Transportation, supplies, meal stipends during training and child care services stipends shall be provided.

Agency:

City of Athens:

Athens Housing Authority

Name of Agency

BY: *L M Coile*

Mayor

(SEAL)

BY: *Robert E. Pless*

Authorized Agent

BY: *J C Jewell*

City Clerk (ATTEST)

(SEAL)

Date: June 5, 1984

BY: *William C. Beyer*

City Attorney (AS TO FORM)

(SEAL)

BY: *Steven M. Martin*

Community Development Department

CONTRACT AMENDMENT

This is an amendment to an agreement by and between the Mayor and Council of the City of Athens and Athens Housing Authority dated December 1, 1983.

The Agreement shall be amended to include the following paragraph under "Reporting Procedures", Page 6, of the original Agreement:

- C. Annual Audit: The Agency shall have an audit performed on the program on an annual basis by an independent Certified Public Accounting firm and shall submit a copy of the audit to the City for review and comment. The audit shall be performed in accordance with the following Federal Guidelines:
1. Guideline for Financial and Compliance Audits of Federally Assisted Programs;
 2. Standards for Audits of Governmental Organizations, Programs, Activities, and Functions;
 3. Uniform Requirements for Assistance to State and Local Governments, OMB Circular A-102, Attachment P.

The audit shall be prepared and presented to the City not later than 30 calendar days after the expiration of this contract. It shall be the responsibility of the Agency to correct any audit findings discovered, if any, as recommended by the auditor and in agreement with the City. Cost of this audit shall be born by the CDBG Contract Program to be audited.

Agency:

Athens Housing Authority
Name of Agency

By: Robert E. Pless
Authorized Agent

Date: May 21, 1984

City of Athens,

By: [Signature] (SEAL)
Mayor

By: [Signature] (SEAL)
City Clerk (ATTEST)

By: [Signature] (SEAL)
City Attorney (AS TO FORM)

By: [Signature]
Community Development Dept.

Date: 5/31/84

CONTRACT AMENDMENT

This is an amendment to an agreement by and between the Mayor and Council of the City of Athens and Athens Housing Authority/Education Training and Employment dated December 1, 1983.

The Agreement shall be amended as follows:

Page 7, Commencement of Services shall be amended to read "completed on or before December 31, 1984.

Agency:

Athens Housing Authority
Name of Agency

BY: Robert E. Pless
Authorized Agent

Date: June 5, 1984

City of Athens:

BY: Sam Coile (SEAL)
Mayor

BY: J. C. Jenkins (SEAL)
City Clerk (ATTEST)

BY: William C. Bynum for Doc (SEAL)
City Attorney (AS TO FORM)

BY: Steven M. Martin
Community Development Department

CONTRACT AMENDMENT

This is an amendment to an agreement by and between the Mayor and Council of the City of Athens and _____
Athens Technical and Vocational School
dated September 27, 19 83.

The Agreement shall be amended to include the following paragraph under "Reporting Procedures", Page 6, of the original Agreement:

- C. Annual Audit: The Agency shall have an audit performed on the program on an annual basis by an independent Certified Public Accounting firm and shall submit a copy of the audit to the City for review and comment. The audit shall be performed in accordance with the following Federal Guidelines: Note Attachment
1. Guideline for Financial and Compliance Audits of Federally Assisted Programs;
 2. Standards for Audits of Governmental Organizations, Programs, Activities, and Functions;
 3. Uniform Requirements for Assistance to State and Local Governments, OMB Circular A-102, Attachment P.

The audit shall be prepared and presented to the City not later than 30 calendar days after the expiration of this contract. It shall be the responsibility of the Agency to correct any audit findings discovered, if any, as recommended by the auditor and in agreement with the City.

Agency:

Athens Tech
Name of Agency

By: [Signature]
Authorized Agent

Date: March 5, 1984

City of Athens:

By: [Signature] (SEAL)
Mayor

By: [Signature] (SEAL)
City Clerk (ATTEST)

By: [Signature] (SEAL)
City Attorney (AS TO FORM)

By: [Signature]
Community Development Dept.

Date: 4-9-84

